

URBAN/MUNICIPAL

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January 1990

AGENDAS OF THE PERSONNEL AND
ORGANIZATION COMMITTEE OF THE
BOARD OF EDUCATION FOR THE
CITY OF HAMILTON

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URBAN MUNICIPAL

JAN 22 1990

GOVERNMENT DEPARTMENTS

A G E N D A

PERSONNEL & ORGANIZATION COMMITTEE

1990 01 11

Confirmation of the minutes of the last regular meeting of 1989 12 14 and special meeting of 1989 12 19.

GENERAL

BUSINESS ARISING:

1. Program and Personnel Priorities - Pages 1 to 35
 - Curriculum Department (Yellow Package)
 - Special & Educational Services (Orange Package)
 - Finance Department (Brown Package)
 - Human Resources Department (Peach Package)
 - Information Management Services (Gray Package)
 - Plant Department (Gold Package)
 - Superintendent of Schools (Blue Package)
 - Temporary Asbestos Response Team (Pink Package)
2. Interim Report re Review of Travel Allowance Schedule and method of payment - Page 36
3. Report from Officials re Teacher Hiring Practices - Pages 37 to 43
4. Trustee Remuneration (requested by Trustee Baskin)
 - Trustee Honorarium
 - Trustee Travel Allowance
 - Trustee Personnel Training
 - Trustee Group Benefit Plan

NEW BUSINESS:

1. Recommendations of the Director of Education - Page 44

ELEMENTARY/SECONDARY

NEW BUSINESS:

1. Recommendations of the Director of Education - Pages 45 and 46

1990 01 11.

To the Chairman and Members,
Personnel and Organization Committee,
Board of Education,
Hamilton, Ontario.

Ladies & Gentlemen:

Re: Program and Personnel Priorities

As in the past, requests for additional personnel in support of program goals are presented to the trustees as a single package prior to budget review.

In light of budgetary demands resulting from pay equity legislation, OHIP payroll tax, the asbestos program, and other requirements, every effort has been made to limit requests. In presenting a short list of staffing priorities, officials have closely screened and cut back the number of initial proposals submitted by departments and Superintendents, which contained more than 40 positions at a cost of approximately \$1.5 million.

In making this submission, officials also took into consideration: (i) the Board's approval in December of an Asbestos Response Team representing 8 additional positions on a temporary basis at an annual cost of \$298,000. (ii) the recommendation before the Development Committee to hire 2 half-time teachers and 2 educational assistants for a pilot full day Senior Kindergarten program at an annual cost of \$65,340.

Recommendation:

That the trustees consider and take appropriate action on the staffing requests contained in this report.

Prepared and Submitted by:

Bruce Sinclair,
Superintendent of Human Resources.

Approved by:

Keith Rielly,
Director of Education.

SUMMARY - PERSONNEL PRIORITIES BY DEPARTMENT

<u>Department</u>	<u>Financial Implications</u>	
	<u>Annual Cost</u>	<u>1990 Budget</u>
<u>Curriculum</u>		
Media Technician (.5)	\$ 17,000	\$ 11,300
<u>Special & Educational Services</u>		
Educational Assistant (S.A.L.E.P.)	20,000	12,000
<u>Finance Department</u>		
Payroll Clerk	28,000	14,000
Warehouse Supervisor	42,600	21,300
Furniture and Equipment		1,500
<u>Human Resources Department</u>		
Benefits & Sick Leave Clerk (.6)	13,200	6,600
Secretary to Superintendent Human Resources (.5)	15,000	7,500
Furniture and Equipment		1,500
<u>Information Management Services</u>		
Freedom of Information Co-ordinator (Term Assignment)	57,700	52,500
Duplicator Operator - Printing Department	28,000	28,000
Printing Department Head	33,000	33,000
Furniture and Equipment		4,000
<u>Plant Department</u>		
Project Manager	66,600	55,500
Furniture and Equipment		1,500
<u>Superintendent of Schools</u>		
Administrative Assistant	<u>42,200</u>	<u>21,100</u>
Total	\$363,300 =====	\$271,300 =====

Total Staff: 9.6

The above costs include employee benefits.

These pay rates may be adjusted as a result of the Pay Equity Plan.

CURRICULUM DEPARTMENT REQUEST FOR PERSONNEL (1990 Budget)

As in 1989, the budget requests are based on three broad goals.

1. To encourage teachers, at all levels and in all subjects, to engage students in:
 - Child-centred programs.
 - Activity-based programs.
 - Problem-solving, decision-making, and information management.
 - Co-operative learning.
 - Relevant, challenging programs that employ current technology.
 - Use of human and physical resources in our community and beyond.
 2. To reduce the hours of academic staff time spent in repairing, packaging, delivering, booking and other clerical and technical tasks.
 3. To set and meet standards of service for delivery of help and materials.
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- The only additional position requested is a .5 Media Technician to increase the .5 position created and filled in 1989 to full time. This role would focus on helping teachers and students use media equipment more effectively in the classroom -- particularly the creation of video tape, film and slide tape as part of the grade 7-12 media literacy program (see Appendix A for job description). The appointment date would be as soon as possible after budget approval.
 - In order to better meet the three goals above, there will be a number of role shifts in the curriculum department for September, 1990. These are included in Appendix B for information.

Re: Media Technician, Media Services Department

Extend from .5 to Full-time

Scope:

Reporting to the Co-ordinator of Media Services, the Media Technician will work in conjunction with school staffs and Area Resource teams to provide assistance in the production of school-based audio visual media.

Principal Duties:

1. Organize and present workshops for teachers and their students in the operation of media equipment.
2. Co-ordinate and assist in the production of audio visual media at the school level - slide-tape, video, and videotape.
3. Assist teachers and their students in using the portable video editing suite.
4. Work in conjunction with the Media Consultant in media, teaching and workshop situations.
5. Communicating to schools the newest developments in audio visual equipment available for their use.

Qualifications:

1. Graduate of a Media Arts or Media Production course from an Ontario Community College or the equivalent.
2. Strong interpersonal skills and the ability to communicate effectively with staff and students.
3. Responsible, independent, self-directed working style.
4. Experience in an educational environment would be an asset.
5. A proven record of job competence combined with a reliable employment record.

Annual Cost:

\$16,800

Budget Cost:

\$11,200

CURRICULUM DEPARTMENT REQUESTS

Confidential

Draft III - 1990 01 11

Department	Role Deleted	Role Added	Comments	Difference in Annual Cost
Drama/Dance/Special Arts Programs	Special Assignment, Drama	Co-ordinator, Drama/Dance/Special Arts Programs	Only two "arts" have had support over the last twenty years in our board. The review/development work done has received a positive response from field.	No additional cost. Move role from Media Services. 01/09/90
Media Services	Co-ordinator .5 Consultant .5 Special Assignment	Consultant (Partners In Action) Consultant (Media In Education)	There is a need to separate and support the work of Media in Education and Partners in Action (library). The long term goal would be to create one department called Curriculum Resources and Technologies including these two support areas and support for Computers In Education.	• Delete Co-ordinator. Move role to Drama/Dance. • Consultant: Partners in Action. - no additional cost. - special assignment role in Drama converted to this position. • Consultant: Media in Education. - no additional cost. - .5 audio visual consultant .5 special assignment (media) converted to this position.
		.5 Media Technician .	This is the other half of the position requested and granted last year. (See job description attached). With an increase in pressure for "Media Literacy", this help is needed by teachers in schools.	Increase of \$17,000 per annum.

CURRICULUM DEPARTMENT REQUESTS

Confidential

Draft III - 1990 01 11

Department	Role Deleted	Role Added	Comments	Difference in Annual Cost
Outdoor Education	Special Assignment (Review)	Consultant Temporary help at Christie for schedul- ing, greeting buses, repairs, and equipment management.	Contract will not permit extension of special assignment. Review may recommend a permanent or permanent part-time position at Christie for 1991. New programs (pilots) may be recommended.	No change. Now being paid as a consultant. Currently coming out of temporary assistance @ \$10 per hour when needed.
Writing to Read	.5 Consultant .5 Special Assignment	Consultant	This role needs redefinition and updating. It will phase out when the program is completely implemented.	No change. Being paid as a consultant now. Role to be replaced by full or partial special assignment for: junior science, middle school, English or math.
Values Education	Consultant	.2 Consultant Family Violence	.8 Race Relations -- reporting to the Director's Office. Values Education materials developed now integrated into curriculum. Values Education issues are now focused on Race Relations.	No change.
Total Additional Cost				\$17,000

Educational Assistant: S.A.L.E.P. Consultant

1989 12 19

Rationale:

The S.A.L.E.P. Committee in its annual review (October 24, 1989) has identified a need for assistance to the current consultant position:

- more complex cases,
- a need for one to one job search strategies,
- additional ministry paper work, workers' compensation, future's applications, school reports, etc.,
- screen up to 125 applications annually and monitor 60-70 approved alternatives.

The position is to be a pilot with an evaluation of the role and a report to the Board in June, 1990.

It has been determined that a child care background or social work assistance program or equivalent may be the appropriate training that is required (see attached role).

Cost:

Educational Assistant salary and benefits based on 1400 hours	<u>6 months</u>	<u>Annual</u>
	\$12,020	\$20,034

JOB DESCRIPTION

Title: Educational Assistant (SALEP)
Adjustment Services Department

Location: Curriculum and Special Services

Responsible to: Co-ordinator of Adjustment Services

General Requirements:

- (a) Child Care Worker Diploma or Social Services Worker Diploma, or Equivalent
- (b) Interest in working in the field of education (experience preferred)
- (c) Acceptance of school procedures, programs, and policies
- (d) Experience in working with young adolescents and their problems
- (e) Ability to work with students, school personnel, parents, employers, and community agencies.

General Responsibilities:

1. To work with referrals from the Co-ordinator of Adjustment Services via the SALEP consultant in the following areas:

- (a) To assist the SALEP consultant in group processes
- (b) To work one to one or in small groups with students in their job search practicum - i.e. as required, coaching and monitoring students as they visit government offices for Social Insurance Numbers, as they visit prospective employers to fill out application forms and participate in interviews, etc.
- (c) (i) as necessary to follow up the approved SALEP contract by contacting appropriate parties (parents, students, employers) whose signatures are required on such forms as the SALEP contract, the Workers' Compensation application etc.
(ii) To follow up approved SALEP contract changes by contacting the appropriate parties (parents, students, employers) whose signatures are required on such forms as the SALEP contract, the Workers' Compensation application etc.

2. To accept such other assignments from the Co-ordinator of Adjustments Services as will assist the SALEP Consultant in his/her work and for which the qualifications and experience of this Educational Assistant are appropriate.

CHILD AND YOUTH WORKER

Three Years, Fennell Campus, Diploma Program

PROGRAM OBJECTIVE

The objective of this program is to produce mental health specialists trained to help children or adolescents and their families cope with personal and daily living problems in order to achieve normal and productive lives. The program is designed to promote the development of emotional maturity and the ability to understand the degree of one's own involvement with people.

DESCRIPTION

The program covers all significant aspects of promoting healthy emotional development and preventing and treating severe psychological problems. Classroom studies and field experience combine to produce graduates with relationship-building skills and techniques, who are effective members of the treatment team.

CAREER OPPORTUNITIES

Employment opportunities for graduates of the Child and Youth Worker program are excellent. There is an especially significant need for male graduates. Employment is readily available in a private or public treatment institution, agency, clinic or school board.

ADMISSION REQUIREMENTS

Ontario Secondary School Diploma (OSSD/OSSCD/ OSSHGD) or equivalent with the following specific requirements:

English: year 4, general

questionnaire, orientation and/or interview.

Mature applicants will take admission tests and preparatory courses where applicable.

The prospective student would find it helpful to talk to others working in the field in order to assess his or her own suitability or interest in child care work. A significant related volunteer experience is strongly recommended.

SOCIAL SERVICE WORKER

Two Years, Fennell Campus, Diploma Program

PROGRAM OBJECTIVE

The objective of this program is to provide the student with the comprehensive background, understanding and practical skills needed to perform a broad range of intervention and support services for a variety of social service agencies.

DESCRIPTION

The program provides a general knowledge of psychology and sociology to increase understanding of human behaviour, training in the effective use of a variety of interviewing, assessment, referral and advocacy techniques to assist clients and client groups. Studies include work with community social service agencies and institutions.

CAREER OPPORTUNITIES

Graduates may find employment with public welfare departments, private agencies, group homes, etc.

ADMISSION REQUIREMENTS

Ontario Secondary School Diploma (OSSD/OSSCD/ OSSHGD) or equivalent, with the following specific requirements:

*English: year 4, general

questionnaire, orientation and/or interview.

Mature applicants will take admission tests and preparatory courses, where applicable.

A significant related volunteer experience is strongly recommended.

* Preference will be given to applicants with 60% or higher in general level senior English.

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ADDITION TO STAFF COMPLEMENT

1990 BUDGET

POSITION: Clerk, Financial Services

DEPARTMENT: Payroll

REPORTS TO: Payroll Supervisor

RATIONALE: The increase in the number of part-time employees has made it very difficult to meet our pay date deadlines. Part-time employees are paid from time sheets which have to be manually processed and often require special calculation adjustments. Every two weeks 600 - 800 timesheets have to be processed.

Our T4 Earnings Statement for employees has continued to increase over the years primarily as a result of additional part-time employees.

T4's 1982		6489 employees
1988		7639 employees
1989		8659 employees

COSTS: Salary \$28,000 per annum; \$14,000 1990 Budget
Furniture and Equipment: \$1500

JOB DESCRIPTION:

1. To process time sheets for employees on a part-time basis: ie: supply teachers, night school teachers, clerical, lunchroom supervisors, etc.
2. To assist with the administration and reporting of all pension credits and deductions.
3. To assist with the Record of Employment Forms.
4. To assist in other areas within the Payroll Department.

PRESENT STAFF: 1 Supervisor
5 Clerks

PROPOSED: 1 Supervisor
6 Clerks

1990 01 03

ADDITION TO STAFF COMPLEMENT

1990 BUDGET

POSITION: Warehouse Supervisor

DEPARTMENT: Purchasing

REPORTS TO: Purchasing Manager

RATIONALE: The warehouse operations, located on the 3rd floor of 220 Dundurn Street South, have expanded in recent years to include deliveries of audio visual and microcomputer equipment, mail sorting and delivery, closing and moving of schools, disposal of scrap, central distribution of supplies, storage of Education Centre files, boiler chemicals and distribution of "Education Week" materials.

The expanded services provided by the Warehouse along with a greater volume of activities require a position of Warehouse Supervisor. This position is required to co-ordinate, control and supervise approximately 20 staff (part-time and permanent), all cartage and mail deliveries from 220 Dundurn Street South (includes Warehouse, Equipment Repair, Media films, equipment and mail) and to administer a cartage budget of \$350,000.

A Warehouse Supervisor is required to review and implement systems to provide more effective service to the schools.

COSTS: Salary: \$42,600. per annum \$21,300 - 1990 Budget

Furniture and Equipment: not required

ADDITION TO STAFF COMPLEMENT

1990 BUDGET

WAREHOUSE SUPERVISOR

JOB DESCRIPTION:

The Warehouse Supervisor will co-ordinate and supervise all Warehouse Operations including: ordering of stock, delivery of mail, shipping and receiving of supplies and equipment, distribution of curriculum materials and ensure that books and furniture that are usable in the system are properly inventoried and stored for future use.

The Warehouse Supervisor will be required to hire staff, including full time staff, summer staff and casual assistance and to perform job appraisals. The Supervisor will assign daily work schedules to the cartage drivers.

The Warehouse Supervisor will travel to school locations as required and determine the disposition of surplus furniture and equipment (recycle, repair, scrap, sell).

The Warehouse Supervisor will be the on site co-ordinator of closing schools and direct the distribution of the inventory.

The Warehouse Supervisor will investigate and implement systems to provide more effective service to the schools and reduce the schools supply costs.

The Warehouse Supervisor will establish and maintain a computerized warehouse inventory and charge back system.

1990 01 11.

HUMAN RESOURCES

Re: Staffing Requests

To provide the necessary quality support services, the Department requests consideration of the following requests:

1. Clerk, Benefits and Sick Leave (.6) at an annual cost of \$13,200 (budget cost \$5,500).
2. Secretary to Superintendent of Human Resources .5 to full-time at an annual cost of \$15,000 (budget cost \$7,500).

Rationale - Clerk, Benefits and Sick Leave (.6)

- a) As one of the largest employers in the City, the Board must administer to a large employee benefit program including sick leave, pension, health, dental, and group life insurance.
- b) Temporary casual assistance and overtime is regularly required to provide an adequate level of service. Present complement of 3 clerks is insufficient to meet the volume of work which has increased due to the large number of staff turnovers, changes in benefit coverages, record changes and information requirements, and working with a new insurance carrier.
- c) Employees want more information on their benefits than ever before, and want individual counselling and quality time with benefit staff.

Rationale - Secretary to Superintendent of Human Resources .5 to full-time

- a) The proper organization and efficiency of the office of Superintendent of Human Resources requires full-time secretarial and administrative services rather than half-time, consistent with staff resources provided to all other Superintendents.

JOB DESCRIPTION

CLERK, BENEFITS AND SICK LEAVE (.6)

Under the direction of the Personnel Analyst, responsible for assisting in benefits and sick leave administration.

Duties and Responsibilities include:

1. Balances individual records annually and records new accumulative total.
2. Prepares new employee file card and attendance record. Up-dates records resulting from marriage changes and staff changes.
3. Types sick leave credit and experience letters for teachers leaving staff.
4. Types list of payroll deductions when employee is absent in excess of credits (information must be submitted for each pay period).
5. Compiles and prepares various statistical reports as required.
6. Types correspondence pertaining to extended absences when requested by lawyers, insurance companies, etc.
7. Assists the benefits department during peak periods.
8. Answers telephone assisting caller whenever possible or takes messages.
9. Performs other duties as assigned.

RE: Secretary to Superintendent of Human Resources .5 to full-time

REPORTS TO: Superintendent of Human Resources

Primary Duties:

1. Performs secretarial and administrative duties in support of the efficient day-to-day operations of the Superintendent's office.
2. Compiles and prepares information, reports and correspondence, schedules and organizes meetings, and responds to requests for information.
3. Prepares recommendations and materials for Board and Senior Management meetings.
4. Provides stenographic and typing services, takes minutes at meetings, maintains record and file systems, and prepares budget requests.
5. Acts as a communication link between Superintendent and the educational system.

Qualifications:

1. Excellent secretarial and administrative skills, with several years of related experience at a responsible level.
2. Knowledge of the Board's political and administrative organization, functions, and processes.
3. Excellent interpersonal and communicative skills.
4. Ability to plan and organize a heavy workload, and work independently.
5. Knowledge of microcomputer and word processor applications strongly preferred.

INFORMATION MANAGEMENT SERVICES

FREEDOM OF INFORMATION CO-ORDINATOR

REQUEST

That a Freedom of Information Co-ordinator position be established within Information Management Services on a special assignment basis for a fixed term (February 1, 1990 to June 30, 1991).

Rationale

On January 1, 1991, the Municipal Freedom of Information & Protection of Privacy Act (Bill 49) will come into effect. Boards of Education will fall within the purview of this legislation.

Bill 49 establishes the public's right of access to information held by municipalities and other local agencies, boards and commissions. The legislation also protects the privacy of individuals with respect to their personal information held by institutions covered by the legislation. In addition, the legislation establishes standards to ensure that personal information is protected from unauthorized disclosure, and that the collection, use, retention and disposal of the information is regulated.

The legislation also provides for an independent review of decisions by institutions regarding access to records.

In preparation for January 1991, the Board must undertake certain activities. These include the identification of data banks, the publication of an information index, establishment of retention policies, development of procedures for evaluating and tracking access requests and development of procedures for obtaining and releasing the required information.

In view of the amount of work necessary to prepare this board for January 1991, a full-time employee (on a fixed term) will be required.

<u>ANNUAL COST</u>	<u>1990</u>	<u>1991</u>	<u>SET-UP COST</u>
\$55,000	\$50,000	\$30,000	\$4,000

JOB DESCRIPTION SUMMARY

FREEDOM OF INFORMATION (FOI) CO-ORDINATOR

Reporting to the Superintendent of Information Management Services, the FOI Co-ordinator will work through a Senior Management Steering Committee and with a committee comprising representatives from Central Office departments, Area Offices and schools. The co-ordinator will be responsible for the development and implementation of FOI policies and procedures.

Principal Duties:

- analyzing current records management practices and information repositories in the board
- determining the types and location of board records
- publishing an information inventory
- documenting data banks
- reviewing personal data collection procedures and forms
- revising/drafting policies related to records retention
- developing procedures for evaluating, tracking and responding to information requests
- liaising with clients and committee members to ensure suitability of all recommendations to senior management.

Request

- (a) That the position of **Duplicator Operator - Printing Department** (Graded 4) be established as a full-time position.
- (b) That the position of **Printing Department Head - Printing Department** (Graded 7) be established as a full-time position.

Duties - Duplicator Operator - Annex A
 - Printing Department Head - Annex B

Rationale

Background

There are, at present, two Offset Operators and one clerk position on full-time staff in the Printing Department. There are three duplicating machines (1 copy duplicator, 2 offset presses). Under the proposed structure, the department would comprise three equipment operators, one clerk, and one Department Head.

Full-Time Duplicator Operator

Demand for printing services is increasing (35% increase in 1989). Copiers on school sites supplement the requests for materials, but the demand for updated materials is greater than can be met in schools. System-wide distribution of large quantities of materials can be handled most efficiently from Administrative Services Departments. Student-centred and activity-based programs require responsive, high capacity printing services.

The steady increase of copying demands has made the creation of a full-time position necessary. The printing department services the entire system for copy requests. Fast, efficient service is required to meet the needs of clients. These services would be met by teaching staff using duplicating equipment in schools at a higher cost to the Board in terms of both time and materials.

Equipment, furniture and supply items will not be an additional cost as the duplicator has been in operation for over five years. Casual staff have been employed for the past five years to fulfill the duties of Duplicator Operator. If this becomes a full-time permanent placement, casual staff budgeting for this position would be eliminated. If the position is not approved, the copier will be operated by staff on a part-time basis, resulting in reduced services to the system in quantity, quality and timeliness of printed materials.

Full-Time Printing Department Head

Printing demands are ongoing. Co-ordinating tasks within and outside of the departments, processing orders, assigning work schedules, ordering materials and supplies, and distributing finished products are daily duties of the Printing Department Head.

The complexity of this position is in meeting demands of 4500 requests from clients, which result in more than 6 million copies of printed materials being produced yearly. Decisions must be made on which process is to be used - offset or duplicator - and how it would be most expedient and economical to produce. Thought must be given to requests which take priority, e.g., meetings with a timeline, examinations with a date time, programs with a week or month time. Orders that must have bindery work completed after printing must be considered in scheduling for date of completion.

For over 3 years, these functions have been performed by an offset operator who has, in turn, been replaced by a casual staff member. Therefore, no furniture or supplies are required for this position.

Financial Implications

- (a) Duplicating Operator - \$28,000 (annual cost)
- (b) Printing Department Head - \$32,850 (annual cost)

The casual budget has been used to pay for the performance of these functions over the past 3-5 years. Therefore, only the benefits for these positions would incur additional cost for 1989 (\$3,000 and \$3,500 respectively).

JOB DESCRIPTION DUPLICATOR OPERATOR

Reporting to the Printing Department Head, the Duplicator Operator operates computerized, high-speed production equipment with collating, stapling and glueing features.

1. Organizing requests for best time management.
2. Preparation of assigned work for copy-ready production (paste-ups).
3. Printing requests.
4. Finishing requests, (bindery, compiling, stapling, glueing, banding).
5. Arranging for distribution to clients.
6. Pricing and filing requests. Log and report production.
7. Supplies and inventory updating.
8. General maintenance and servicing of equipment.
9. Assuming other duties as assigned.

Equipment Capacity - 30,000 estimated daily

Average Daily Production - 20,000 daily

**JOB DESCRIPTION
PRINTING DEPARTMENT HEAD**

The Printing Department Head would be responsible to the Supervisor of Administrative Services and would assume responsibility for work and have knowledge of all facets of the department. The Head would need a fundamental understanding of people, recognize employee needs, instruct and assist employees to achieve goals.

1. Delegate responsibilities and organize work in department.
2. Prioritize client requests for expedient results.
3. Allocate work - in-house or send out.
4. Order supplies and materials.
5. Meet with clients re work time-lines.
6. Prepare monthly reports for Supervisor of Administrative Services.
7. Meet with sales representatives.
8. Develop procedures to carry through tasks in conjunction with other departments who have direct involvement.
9. Have knowledge of the organization in order to relate information required to achieve end results.
10. Resolve problems related to production, supplies, conflicts, etc., - collect and analyse facts toward efficient discharge of work.
11. Other duties as assigned.

Average annual production of Printing Department is 6 million

1990 01 11.

TO THE CHAIRMAN & MEMBERS,
PERSONNEL & ORGANIZATION COMMITTEE,
Board of Education,
Hamilton, Ontario.

Re: Project Manager, Plant Department

Because of the increased capital building program and major renovation program which the Board has approved, along with the requirement to handle an extensive increase in work volume due to asbestos-related problems, additional help is required. It is felt that a Project Manager is required to handle the administration of these projects on a day-to-day basis (reference Appendix A).

A copy of the job description for this position has been attached.

Recommendation:

The Superintendent of Plant recommends that the position of Project Manager be added to the establishment of the Plant Department and that he be authorized to fill this position as soon as possible, projected Administrative Category 4, \$60,000 per annum.

Prepared and Submitted by: R. T. Orlando, Superintendent of Plant.

Approved by: K. A. Rielly, Director of Education & Secretary

PROJECT MANAGER

In addition to the major capital projects which are noted below and which have been approved in the 1989 Budget and which are underway, additional capital projects have been identified in the Accommodation Report and Capital Expenditure Forecast for action in 1989/1990:

. New Sir Wilfrid Laurier School	(Construction underway)	\$7,500,000
. Elizabeth Bagshaw (formerly Albion) renovations	(tendering stage)	3,500,000
. R. A. Riddell 6 room addition	(tendering stage)	1,200,000
. Parkview renovations (Phase I)	(Construction underway)	125,000
and		
Delta - renovations		- 1,500,000
Parkview - renovations (Phase II)		- 200,000
New Elementary School, Block 72		- 5,500,000
Centennial - addition		- 2,080,000
A. M. Cunningham - 4 room addition		- 1,000,000
New Jr. Elementary School Block 87, including D.C.C.		- 5,500,000
Alterations for relocation of Vincent Massey students		- 200,000
Area 2 office relocation to Briarwood		- 100,000

Major Renovations

James MacDonald - planning for 4 room addition	- 1,000,000
Major renovations to Adelaide Hoodless	- 780,000
" " " Peace Memorial	- 451,000
" " " G. L. Armstrong	- 341,000
New Portables required 2 (2 Pauline Johnson)	
Replacement Portables 6 (3 Richard Beasley, 2 Mountview 1 Prince Philip)	- 200,000
Education Centre Renovations	- 300,000
Asbestos	- 3,000,000

As noted, these projects are at various stages of implementation. It is anticipated that, if approved, it will not be possible for existing staff to adequately supervise and manage this number of projects as well as the other maintenance, construction and asbestos projects which will be necessary in 1990.

It is, therefore, requested that additional help be provided in this area of the Plant Department by establishing a position of Project Manager. A job description for this position is attached.

JOB DESCRIPTION

THE BOARD OF EDUCATION FOR THE CITY OF HAMILTON

- I POSITION: PROJECT MANAGER
- II SUPERVISOR: SUPERINTENDENT OF PLANT
- III DEPARTMENT: PLANT
- IV BASIC JOB FUNCTION(S):

Responsible to the Superintendent for the satisfactory completion of major capital building and renovation projects, to review contract documents, inspect construction, attend job site meetings, monitor progress payments, and to assist in the design of new schools, additions, alterations and renovations.

V JOB RESPONSIBILITIES:

1. To review plans, specifications and other contract documents to ensure proper standards are met.
2. To liaise with Architects, Consultants and/or Contractors to ensure satisfactory completion of construction, capital and renovation projects.
3. To set up, attend, and represent the Board's interests at job meetings as required on and off the site.
4. To develop and administrate major renovation programs including roofing, painting, window and other system wide improvements.
5. To set up and monitor progress and schedules for construction on projects and to check and review payment certificates.
6. To provide architectural design services and to co-ordinate other disciplines with respect to capital, renovation, maintenance and operational building projects.
7. To prepare reports, recommendations and estimates with respect to design and construction related aspects of school buildings.
8. To provide technical assistance with respect to preparation and completion of documentation in relation to application for Capital Grants to the Ministry of Education.
9. To provide technical assistance with respect to establishing and carrying out inspections of existing buildings and plants to determine conformance with current codes, to carry out feasibility studies and to make recommendations for corrective work where required.
10. To prepare specifications, plans and contract documents and to arrange for tendering of contracts.
11. To perform other related duties, as assigned, that are in accordance with job responsibilities or necessary departmental or Board objectives.

VI EDUCATION AND EXPERIENCE REQUIREMENTS

1. Graduate Architect licensed in the Province of Ontario and a member of the Ontario Association of Architects and thorough knowledge of Building, Fire and other applicable codes.
2. Minimum of five (5) years experience in design, construction management, including experience and co-ordination of major capital school or similar type building projects.
3. Effective written and oral communications skills and strong leadership ability.
4. In possession of and willing to use own automobile.

Education Centre
100 Main Street West
Hamilton, Ontario
1990 01 03

To the Chairman and Members
Personnel & Organization Committee
Hamilton Board of Education

Ladies and Gentlemen

During the 1989 Budget Review process, the assignments of Administrative Assistants in the Secondary Schools was brought to the attention of the Officials and Trustees. Specifically, the twinned situations at Hill Park and Sherwood and at Scott Park and Sir Winston Churchill Secondary Schools were studied. One additional Administrative Assistant was assigned in September, 1989, so that Sherwood and Hill Park each now have a full time Administrative Assistant. Only Scott Park and Sir Winston Churchill remain twinned.

This information is provided for the consideration of the trustees:

RECOMMENDATION: **That one additional Administration Assistant, Secondary School be assigned so that Scott Park and Sir Winston Churchill have a full-time Administrative Assistant, the same as other composite secondary schools.**

Prepared by: B. Sinclair, Superintendent, Human Resources Department
Superintendent of Schools

Submitted by: Superintendents of Schools

Approved by: K.A. Rielly, Director of Education and Secretary

1978 BUDGET PROPOSAL**RATIONALE**

The following recommendation was made in September, 1978:

"That the Administrative Assistants at H.C.I. and Southmount Secondary Schools be twinned with one other Secondary School below the mountain and on the mountain respectively, as a pilot project for one year beginning 1978 09 10."

In the last few years, it has been realized that twinning secondary schools for administrative assistant purposes, has not been beneficial.

In January, 1989, our board determined to reduce twinning in two of the four remaining secondary schools. Our proposal in January, 1990 is to complete the de-twinning concept by assigning one additional full-time administrative assistant.

The special programmes in the two remaining schools, E.A.S.L., Trainable Retarded program, child care centres, integration of certain courses and programs with Scott Park and Parkview, in addition to the increased resources required for on-going program adjustments and the movement toward school-based planning and management, have increased the demand for the services of a full time administrative assistant.

NUMBER OF ADMINISTRATIVE ASSISTANT POSITIONS

1977	13	
1978	11	(4 Schools Twinned)
1979	11	(4 Schools Twinned)
1980	11	(4 Schools Twinned)
1981	11	(4 Schools Twinned)
1982	11	(6 Schools Twinned effective Jan. 1/83)
1983	11	(6 Schools Twinned)
1984	9	(4 Schools Twinned)
1985	9	(4 Schools Twinned)
1986	9	(4 Schools Twinned)
1987	9	(4 Schools Twinned)
1988	9	(4 Schools Twinned)
1989	10	(2 Schools Twinned)

The annual cost of an Administrative Assistant:	\$41,200
Budget allocation for 1990:	\$21,100

JOB DESCRIPTION - ADMINISTRATIVE ASSISTANT

1. Budget:

(a) **Instructional Supplies and Standard Supplies**

Divides supplies amongst departments and general classroom. Disbursement is based on subject enrolment and special needs.

(b) **Capital Equipment, Permanent Improvements, Repairs**

Submits requests for furniture, equipment, AV equipment, and repairs needed in the school as a whole. These requests are forwarded to the Budget Department for pricing. In late fall when the capital budget is delivered to the school, the A.A. in consultation with Principal and Department Heads, negotiates with the Area Superintendent to meet the targeted allotment.

(c) **Textbook**

Responsibility to ensure that the needs of all departments are met. Negotiates with the Department Head to prioritize needs. Bookstore Secretary collects all pertinent data, and under A.A.'s direction completes all necessary forms for book ordering: TBRs, TBOL, OERs, BRs.

2. Purchasing, Accounting

- Liases with Board Purchasing, Budget and Accounting Departments
- Reviews and authorizes requisitions for supplies and equipment (SERs); repairs, (RRMs and AVRs); textbooks (TBR's, TBCL, OERs, BRs)
- With Bookstore Secretary, maintains record of all purchase orders
- Receives deliveries; ensures items are forwarded to proper destination
- Under A.A.'s supervision, Bookstore Secretary maintains accounting records of all business-related expenditures; ensures no department surpasses their budget allocation
- Through Bookstore Secretary, authorizes for payment of all purchases

- Informs Department Heads at regular intervals, of status of their accounts
- Bookstore Secretary reconciles in-school accounting records with Board's bi-monthly Principal's Report; A.A. is notified of any discrepancies
- Investigates problems with Board Departments - Purchasing, Accounting, Budget - and vendor

3. Inventory and Controls

- Establishes and maintains in-school inventory record of all property under \$200
- Maintains and updates inventory of Office, Auditorium, Audio Visual, Nurse's Room, and General school equipment, yearly
- With input from Department Heads, updates Departmental Equipment Inventory Lists with Purchasing, each June
- With assistance of Bookstore Secretary, takes inventory of general classroom supplies and photocopier needs to ensure that sufficient quantities are stocked
- With assistance of Bookstore Secretary, confirms Bookstore inventory. Re-orders additional books and supplies as necessary
- Keeps complete inventory of all A.V. equipment in the school and its distribution; arranges for its repair (AVR) with Board's Equipment Repair Department
- Controls and distributes all internal school keys to school personnel
- With assistance of Bookstore secretary, arranges for allocation of lockers to students and supervises their use throughout the year
- Keeps record of locker combinations
- Supervises use of school parking lot; if need arises calls for By-Law officer

4. Bookstore and Textbooks

- Supervises work performed by Bookstore Secretary
- Responsible for all Bookstore operations, in conjunction with Bookstore Secretary - inventory; purchasing; pricing, and sale of supply items

- With assistance of Bookstore Secretary:
 - * Maintains textbook control (collection; inventory; determining needs based on course enrolment, ordering)
 - * Distribution and recordkeeping of grant books
 - * Sale of Grade 13 books and workbooks
 - * Deals with students re: lost or damaged books
- Ultimately responsible for all books (class set, grant books, reference books, and Grade 13 books) and resources related to same
- Must determine that all requested books meet Ministry, OSIS, and Circular 14 specifications

5. Office Manager

- As Principal's delegate, supervises work of office staff
- Member of interview team for office job postings
- Administers office employees' job performance appraisals
- Deals with requests for vacation, time off, appointments
- Deals with discipline cases
- Liaison with Human Resources Department on staff matters and occasional assistance
- Adheres to office employees' collective agreement
- Chairs clerical staff office meetings re: office procedures, routines, suggestions for improvement
- Assists in preparing for special school events, e.g. graduation, awards assembly, staff meetings
- Attends and actively participates in staff and Heads' meetings

6. Liaison

- As directed by Board System's Department, implements use of standard business forms, procedures, and policies
- Consults daily with Building Foreman re: building maintenance, repairs, grounds
- With Building Foreman investigates acts of burglary, theft and vandalism (BTRs)
- Consults with Plant Department

- Responsible for maintaining sufficient First Aid supplies as determined by Department of Health regulations
- Establishes fire evacuation routes, and, under Principal's direction, arranges for fire drills
- Communicates with Rentals department and outside organizations re: rental of school facilities; co-ordinates same with in-school use of facilities
- Co-ordinates use of auditorium
- Establishes auditorium seating plan
- Arranges for student help re: stage crew, audio crew
- Communicates with cafeteria vendors re: service/food quality, equipment needs, daily schedules
- responsible for cafeteria supervisors re: absenteeism, coverages, daily schedules
- Meets with Summer Skill School co-ordinator to arrange use of rooms, keys, equipment

7. Banking/Monies

- Vault security
- Authorizes and oversees petty cash expenditures (daily)
- Oversees daily and monthly Bookstore cash register reconciliations
- Bookstore bank deposit
- Solely responsible for Field Trip Account - collect money from teachers, deposits, pay bills
- Assist Evening School Supervisor by doing bank deposit
- Occasionally assist Student Council Treasurer by doing bank deposit

Education Centre,
100 Main Street West,
Hamilton, Ontario,
1989 12 12

To the Chairman and Members,
Operations Management Committee,
Education Centre,
Hamilton, Ontario.

Ladies and Gentlemen:

**RE: PROPOSAL FOR TEMPORARY
ASBESTOS RESPONSE TEAM**

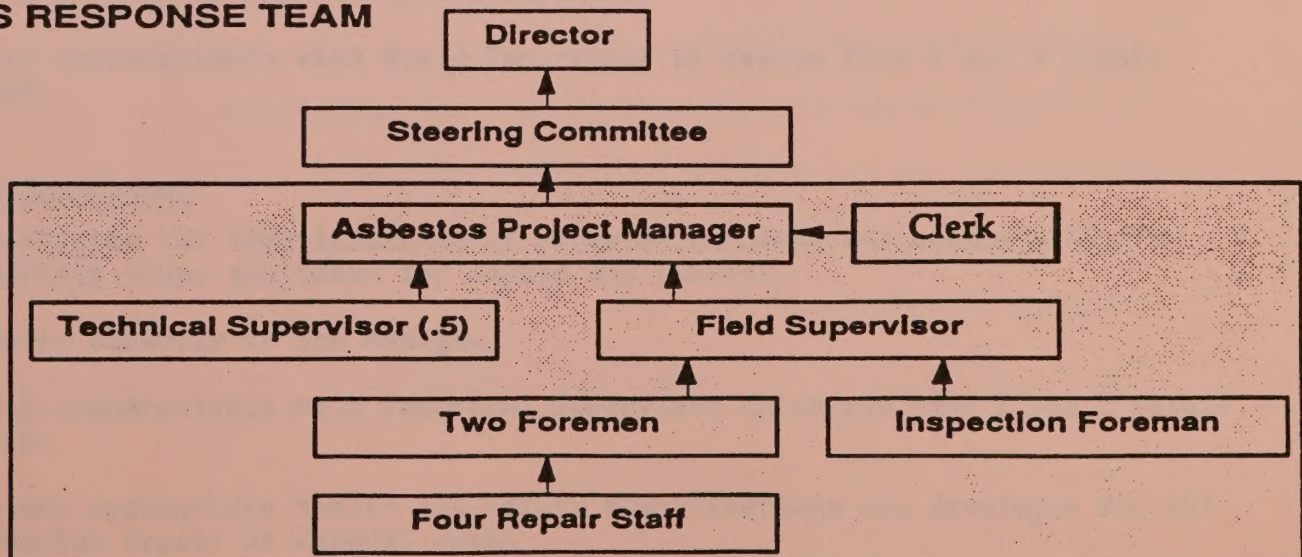
The necessity to establish an Asbestos Response Team has become critical. The Team would

- provide effective overall management of asbestos repair and removal
- improve response time whenever and wherever asbestos-related concerns arise
- co-ordinate the work of our consultants, contractors and employees involved in asbestos repair and removal
- relieve the Plant Department of this onerous responsibility which has been causing delays in other important Plant projects.

This temporary Asbestos Response Team would be put into place for an eighteen-month period, subject to semi-annual reviews. Staffing will be accomplished through re-allocation. Replacement staff will be hired on a temporary basis.

A more detailed description of the Team, its role, staffing and costs are presented on the following pages.

ASBESTOS RESPONSE TEAM



RECOMMENDATIONS:

1. That the Board establish a temporary Asbestos Response Team, effective January 1, 1990, for an eighteen-month period at an annual estimated cost of \$423,000.
2. That the Asbestos Response Team be reviewed by the Director's Office with a report to Board on the following dates:
 - June, 1990
 - December 1990
 - June 1991.
3. That the Board authorize the hiring of replacement staff on a temporary basis until this Asbestos Response Team is no longer needed.

Prepared and submitted by: Senior Management

Approved by: K.A. Rielly

ASBESTOS RESPONSE TEAMObjectives

The Response Team will:

- develop and implement a Board plan for asbestos repair and removal.
- control and manage assigned monies to asbestos repair and removal.
- develop a uniform response to employee concerns.
- communicate with employees, Asbestos Control sub-committee, M.O.L., Regional Department of Health, consultants (engineering and legal), school Health and Safety representatives and the Board Health and Safety office.

Project Manager (1.0)

- report to the steering committee.
- responsible for the management and supervision of the Response Team and its activities.

Technical Supervisor (.5)

- report directly to the Manager.
- liaison with Plant Superintendent.
- provide technical advice in preparing job and tender specifications to contractors and engineering consultants. Implement and supervise projects.
- estimate costs.
- develop and coordinate a work plan.
- evaluate and up-date inventory reports.
- work cooperatively with Field Supervisor to assess Type 2 and 3 repair work.

Field Supervisor

Coordinate the identification of asbestos concerns and ensure all appropriate steps are taken for repair and removal.

- report directly to the Manager.
- work cooperatively with Technical Supervisor to assess Type 2 and 3 repair work.
- ensure appropriate health and safety specifications are developed for all asbestos repair or removal work.

- provide direction and supervision to foremen, repair staff and contractors.
- communicate with employees, students and the community.
- liaison with worker representative and provide information and direction.
- maintain appropriate record keeping.
- ensure compliance with the Health and Safety Act.

Foreman

- report to the Field Supervisor.
- investigate asbestos conditions in response to concerns.
- inspect and assess asbestos repair and removal.
- keep accurate field notes of site visits.
- supervise repair staff.
- monitor contractors to ensure compliance with the job specifications and the Health and Safety Act.
- liaison with worker representative.
- monitor facilities to identify additional repairs.

Inspection Foreman

- work daily with the worker representative to participate in joint inspection of asbestos repair and removal activities.
- investigate asbestos conditions in response concerns.
- report to Field Supervisor.
- investigate asbestos conditions in response to concerns.
- inspect and assess asbestos repair and removal.
- keep accurate field notes of site visits.
- supervise repair staff.
- monitor contractors to ensure compliance with the job specifications and the Health and Safety Act.
- liaison with worker representative.
- monitor facilities to identify additional repairs.

Clerk

- receive all telephone calls/enquiries.
- perform record keeping and office procedures.

Repair Staff

- undertake Type 1 and Type 2 asbestos removal or repair in compliance with the Health and Safety Act under the direction of the foremen.

FINANCING OF TEAM (Annual Cost)

This team is a temporary assignment during the period of the assigned work under the special project.

	<i>Annual Project Cost</i>	<i>Annual Additional Cost</i>
Project Manager - 1.0	\$ 65,000	0
*Technical Supervisor - .5	30,000	0
Field Supervisor - 1.0	30,000	0
Temporary Foreman - 3.0	106,000	106,000
Repair Staff - 4.0	120,000	120,000
Clerk - 1.0	<u>22,000</u>	<u>22,000</u>
Sub total	\$ 373,000	\$ 248,000

Other Expenses:

Benefits, Supplies, Equipment and Other Operating Expenditures	\$ <u>50,000</u>	\$ <u>50,000</u>
Total	\$ 423,000	\$ 298,000

A significant portion of these expenses will be recovered by a reduction in costs presently incurred through employment of outside contractors.

**Subject to a review of resource requirements within the Plant Department.*

1990 01 11.

To the Chairman and Members,
Personnel and Organization Committee,
Board of Education,
Hamilton, Ontario.

Ladies & Gentlemen:

Re: Review of Travel Allowances

This is an interim report on the review of present staff travel allowances by a Senior Management study group comprised of representatives from Human Resources, Finance, Information Management Services, and Superintendents.

The scope of the review includes:

- (i) definition of criteria governing eligibility
- (ii) method of payment - allowance or claim reimbursement of actual expense
- (iii) rates, verification, and costs
- (iv) administrative requirements and control measures

The study group intends to submit a final report by June, 1990. Recommendations will be presented to the Board before any adjustment is made to the present travel allowance schedule, which is normally reviewed each September.

Prepared and Submitted by:

Bruce Sinclair,
Superintendent of Human Resources.

Approved by:

Keith Rielly,
Director of Education.



January 11, 1990.

REPORT RE - TEACHER HIRING PRACTICES

RECOMMENDATION:

That the report on Teacher Hiring Practices be received for information purposes.

Prepared By : Marguerite Kula, Special Assignment Teacher
Submitted by: Bruce Sinclair, Superintendent of Human Resources
Approved by: Keith Rielly, Director of Education

PREAMBLE

The purpose of this report, conducted under the auspices of the Superintendent of Human Resources and the Director of Education, was to assess the current state of teacher hiring practices in Hamilton and to make recommendations for improvement of these procedures.

Traditionally, the recruitment and hiring processes were very simple procedures. They were characterized by the absence of any Ministerial monitoring regulations. As well, employees were generally uninformed and undemanding about their rights in the whole process. The introduction of the revised Ontario Human Rights Code in 1981, and subsequent amendments to the Code, have had significant effects on this process. Too, Dr. Laverne Smith's report on "Perspectives on Teacher Supply and Demand in Ontario, 1988 - 2008", completed in March 1989, indicates that prime candidates for teacher shortages are "boards in York, Peel region and areas just to the north or west of Toronto", especially shortages in specialized areas. Retirements are playing an important role in the hiring practices and concurrent to all of this, is the fact that other boards are experiencing the very same difficulties with the very same demand for teachers.

In addition to the parameters mentioned above, the Hamilton Board's commitment to de-centralization has a strong bearing on all aspects of the teacher hiring process and our move to school-based management adds a further feature to the whole process of change.

Furthermore, in special circumstances such as our French Language Secondary School, Georges P. Vanier, we must be prepared to add modifications to the following recommendations in order to be able to hire and staff in an intensely competitive field.

While many new teachers seem to be required across the province, the Faculties of Education have not generally increased their enrolment figures. We are now in a highly competitive marketplace, and as prime players in this game, we must create a process which not only will respond to the changing hiring conditions, but will also attract the "best" teachers to Hamilton.

The following recommendations were compiled after visits to twelve comparable-sized boards in Ontario, two Colleges of Education, and approximately two hundred personnel across our system, including Superintendents, Principals, teachers, federation representatives, trustees and secretarial and support personnel.

GENERAL COMMENTARY

It would seem appropriate in beginning this report to take Johnson's advice to Boswell and clear our minds of cant. Only then can we begin to look at the recommended changes with a less than jaudiced eye. Any changes recommended have had incorporated into them the four major thrusts of this Board - strategic planning, team building, individual growth and organizational effectiveness, effective service.

The recommendations centre on several precepts which run, thread-like, throughout the report.

First, excellence in teaching won't come from experts on leave from Toronto's Mt. Olympus but from classroom teachers working directly with children. If we are to continue to improve the quality of education in Hamilton (and surely this has been and always will be our aim), then we must hire the "best" classroom teachers - the ones who touch the task with a creative gift.

Second, the traditional paternal role of a Board is no longer possible or appropriate. The decision-making processes must be centred in the schools with an emphasis on broad participation and this is especially vital in the areas of staffing and hiring.

Third, we must have in place, procedures for hiring which "provide the most effective and efficient means for identifying the candidates with the greatest potential for success on the job, while, at the same time, ensuring that subjectivity and bias are eliminated as factors influencing the decision". (Selection and Promotion Procedures in Ontario School Boards. Donald Musella, Steve Lawton. Research Brief. Ministry of Education.)

RECOMMENDATIONS FOR CHANGE

Recommendations must take into account the Hamilton Board's commitment to affirmative action, race relations and employment equity. As well, they must include a practical and efficient use of human resources.

Recommendation #1

The timelines must be re-structured so that Hamilton's hiring practices will be competitive with other major boards in the province. The process of pool hiring should be started by mid-November and all pool hiring should be completed by the end of December.

Recommendation #2

Everyone involved in the hiring process must be trained. It is unrealistic to expect staff to conduct valid and reliable assessments with little or no prior knowledge and assistance and with inadequate procedures in place.

Recommendation #3

Principals and vice-principals should be the integral component of the hiring process for the system. Subject co-ordinators should be available to act as either resource personnel or as facilitators in the hiring process. For example, a hiring team could consist of a co-ordinator and two principals (or a principal and a vice-principal).

Recommendation #4

The interviews for pool hiring should include interviews for any occasional teacher with the Hamilton Board who wishes to apply for a permanent position.

Recommendation #5

By mid-November, advertisements should be placed in the national newspaper to invite applications for January interviews from experienced qualified teachers. This is an increasingly significant market and we must take advantage of it.

Recommendation #6

We must have clear and concise job profiles for various teaching assignments so that information given to applicants and to all those involved in the hiring procedures is complete, clearly understood and universally utilized.

Recommendation #8

Interview teams should consist of no more than three members. More than this is a waste of human resources and can be intimidating to the candidate.

Recommendation #9

There should be a set of questions designated for the hiring teams to use which not only concentrate on system objectives but also incorporate the philosophies of the following groups - JK, SK; Grades 1 - 3; Grades 4 + 5; Grades 6 - 9; Secondary School and Special Education. This not only allows all applicants to be assessed by the same criteria, but also clearly identifies those characteristics of the candidates which might prove better suited for certain area needs.

Recommendation #10

Pre-screening should be part of the hiring process.

Recommendation #11

An internship and apprenticeship programme should be negotiated with Colleges of Education in order to undertake pro-active recruiting and training opportunities.

Recommendation #12

Interviews for pool hiring (secondary) should also include interviews for continuing education teachers with the Hamilton Board who wish to apply for a permanent position, and March interviews for Summer School staffing.

Recommendation #13

Hamilton should develop a "Mentor Centre" programme to be utilized with both two year and one year probationary teachers.

Recommendation #14

The hiring process should be reviewed within a year of its implementation.

Continued on page 11

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Education Centre,
100 Main Street West
Hamilton, Ontario
1990 01 11

To the Chairman and Members
Personnel & Organization Committee
Hamilton Board of Education

GENERAL

I have the honour to present the following recommendations for your approval:

- a) That the effective date of appointment for Denise Dawson, Auditor and Special Projects Assistant, approved at the December Meeting, be changed to 1990 01 15.
- b) That the effective dates of the Maternal Leave of Absence granted to Jean Friesen, Administrative Staff, at the December Meeting, be changed to 1989 12 21 to 1990 04 18.
- c) That the resignation of Ronald Fairclough, Caretaking Staff, for the purpose of retirement effective 1990 01 05, be accepted with regret and that the Board's gratuity be paid.
- d) That the resignation of James McLeish, Manager, Collective Bargaining Services, effective 1990 01 01, be accepted with regret.
- e) That Gary Hardman be confirmed in the position of Purchasing Manager effective 1990 01 20.

Respectfully submitted,

K. A. Rielly
Director of Education
and Secretary

1950-1951
1952-1953
1954-1955
1956-1957

1958-1959
1960-1961
1962-1963
1964-1965

Section

1. The first section of the report is devoted to a general survey of the situation in the country.
2. The second section deals with the economic situation and the progress of the various branches of the economy.
3. The third section is devoted to the social situation and the progress of the various social services.
4. The fourth section deals with the cultural situation and the progress of the various cultural activities.
5. The fifth section is devoted to the political situation and the progress of the various political activities.
6. The sixth section deals with the international situation and the progress of the various international relations.
7. The seventh section is devoted to the conclusion of the report.

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Page 41

Education Centre
100 Main Street West
Hamilton, Ontario
1990 01 11

To The Chairman and Members
Personnel & Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

ELEMENTARY/SECONDARY

I have the honour to present the following recommendations for your approval:

(a) That Lisa May be appointed to the Probationary Staff, effective 1990 02 01, with salary according to schedule. (Secondary)

(b) That the following teachers be appointed to the Occasional Staff, effective as shown, with salaries according to schedule:

Lia Cove, 1990 02 01 to 1990 06 01 (Secondary)
Florence Crozier, 1989 11 21 to further notice (Elementary)
Laura Helt, 1990 01 08 to 1990 06 29 (Elementary)
Donna Hudzieczko, 1990 01 15 to further notice (Elementary)
Richard Kaszas, 1990 01 08 to 1990 06 29 (Elementary)
Barbara McCarron, 1989 11 20 to 1989 12 21 (Elementary)
Louise Morrissey, 1990 02 01 to 1990 06 28 (Secondary)
Sam Santucci, 1990 01 08 to further notice (Secondary)

(c) That the following be appointed to the Probationary Secondary School Clerical and Secretarial Staff (Level 1 - maximum \$401.88 per week), effective as shown, with salaries according to the Collective Agreement:

Becky Ferguson, 1990 01 03
Tracy Trifunski, 1990 01 08

(d) That Susan Dowd be appointed to the Probationary Educational Assistant Staff, effective 1989 12 18, with wage rate according to the Collective Agreement.

(e) That the resignations of the following teachers, effective as shown, be accepted with regret:

Diane Dabirian, 1990 01 18 (Elementary)
Thomas Fright, 1989 12 31 (Elementary)

(f) That the resignation of Ruth E. Markocki, Secondary School Clerical and Secretarial Staff, effective 1989 10 31, be accepted with regret.

(g) That the following staff members be confirmed in their positions, effective 1990 01 01:

John Leek, Elementary School Principal
Erin-Blythe Reddie, Elementary School Vice-Principal

(h) That Maxine Lane be confirmed in the position of School Social Worker, effective 1990 01 03.

(i) That the following teachers be transferred to the Permanent Staff, effective 1990 01 02:

Paul Brown	(Secondary)	Ene Readyhough	(Secondary)
Norine Galvin	(Secondary)	Ward Shipman	(Secondary)
Doreen Knowles	(Secondary)	Edward Sober	(Secondary)
Patricia Loney	(Secondary)	Jane Vince	(Secondary)
Joan O'Hara	(Secondary)	Gail Williams	(Secondary)
Elizabeth Penton	(Secondary)		

(j) That the request of Leanne Mackenzie for a Maternal Leave of Absence, effective 1990 02 19 to 1990 06 15, be granted in accordance with conditions governing Maternal Leave. (Secondary)

(k) That the request of Diane Windsor for a Maternal Leave, effective 1990 01 29 to 1990 05 25, be granted in accordance with conditions governing Maternal Leave and that this leave be followed by a Leave of Absence for Personal Reasons, effective 1990 05 28 to 1990 08 31. (Elementary)

(l) That Angela Leone-Camilleri be returned from Leave of Absence and assigned teaching duties as of 1990 02 19. (Elementary)

Respectfully submitted,

K. A. Rielly,
Director of Education
and Secretary

rvr

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A G E N D A

PERSONNEL & ORGANIZATION COMMITTEE

1990 02 08

URBAN MUNICIPAL
FEB 5 1990
GOVERNMENT DOCUMENTS

Confirmation of the minutes of the last regular meeting of 1990 01 11 and special meeting of 1990 01 25.

GENERAL

BUSINESS ARISING OUT OF THE MINUTES:

1. Report of the Work Team re Selection of Supervisory Officers - pages 1 to 5

NEW BUSINESS:

1. Recommendations of the Director of Education - Page 6
2. Personnel Training Report as of December 31, 1989 - Pages 7 to 8

ELEMENTARY/SECONDARY

NEW BUSINESS:

1. Recommendations of the Director of Education - Pages 9 to 10

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Education Centre,
100 Main Street West,
Hamilton, Ontario.
1990 02 08

To the Chairman and Members,
Personnel & Organization Committee,
Hamilton Board of Education.

Ladies and Gentlemen:

Re: Selection of Supervisory Officers

BACKGROUND:

At the 1989 09 14 meeting of the Personnel & Organization Committee meeting, the following motion was passed:

"That the Chairman of the Personnel & Organization Committee and the Director establish a working group of trustees and appropriate staff to review and evaluate the current procedures for selecting Supervisory Officers and bring back to the Personnel & Organization Committee suggestions for improving the procedures."

As a result of this motion, the Chairman of the Personnel & Organization Committee formed a "working group" of three trustees (Clarke, Van Horne and Bishop) and three officials (Stockwell, Shewfelt and Rielly) to carry out the directions of the committee.

Several meetings have been held since October to formulate ideas and receive input from a number of individuals and representative employee groups.

It is the strong feeling of the working group that the selection procedure must incorporate characteristics that will:

1. provide a process which is fair and is seen to be fair by the system
2. emphasize the importance of the team building nature of administration
3. allow for broader participation in the selection process
4. attempt to eliminate the perception of personal influence in the selection of administrators
5. increase the objectivity of the process to link the agreed upon criteria for the role and the image of the superintendent as described in the Board's Competency Model (attach.)
6. apply the same criteria and procedures to all applicants

PROCEDURES:

The following procedures associated with the role of the trustees, staff and candidates, along with the management of the process, will be clearly communicated to the system.

■ Criteria for Selection -

The following criteria will be the basis for selection:

- professional qualifications
- leadership skills
- interpersonal skills
- communication skills
- personal qualities
- present and past performance
- specific skills required for a particular position

■ Candidates for the Position of Supervisory Officer & Controller

All of the above positions will be advertised locally and provincially. Applicants will be requested to submit a detailed curriculum vitae, including a statement of their educational philosophy, in context with the Board's "Beliefs, Vision and Mission". An information package outlining specific details about the position and the interview process will be made available to the applicants.

■ Selection of Candidates for Interviews

The Director and Associate Director of Education, in consultation with appropriate superintendents, will screen the applicants to develop a short list for the initial interview. The process for short listing will be based on the Competency Model and information gathered from the candidate's supervisors through a set of objective questions.

■ Initial Interview of Candidates

The interview will be conducted by an Ad Hoc committee of five trustees selected by the Board for that purpose.

The Interview Committee will be provided with in-service workshops to develop interview procedures, questions and evaluation techniques for the candidates.

Following the interviews the Director, acting as a resource for the Interview Committee, will provide them with a summary of the information that has been gathered for each candidate interviewed.

The short-listing of candidates who will be recommended to the Board will be conducted through a single vote ballot process which eliminates names until the final three individuals have been chosen.

■ Final Interview

In the final interview before the full Board, the Interview Committee will conduct the interview in order to ensure consistency with respect to the questioning of each candidate. Time will be allocated during the interview for general questioning of candidates by trustees not on the Interview Committee.

The Chairman of the Interview Committee will report to the Board on the Committee's findings.

The Director will present a summary of the information that has been gathered to support the application of each short-listed candidate.

The selection of the successful candidate will be made by ballot using a process that eliminates the third candidate after the first ballot. The other two candidates will remain on the second ballot for the final selection. In the event of a tie vote, the final candidates would be re-interviewed by the Interview Committee and the Board.

The Interview Committee will provide written feedback about the candidates that will be used by the Director in follow-up meetings with the candidates.

Interviewed candidates and the Interview Committee will be requested to evaluate the selection process to provide input for the regular review by the Personnel & Organization Committee.

RECOMMENDATION:

That the report of the Working Group established to review and evaluate the procedures for selecting Supervisory Officers be approved.

NOTE: In the selection procedure for Central Office Superintendents, the Interview Committee will have one additional member representing the French Language Section.

In the selection procedure for the Superintendent of Schools, French-as-a-First Language, the French Language Section trustees will conduct the interviews with the Director acting as a resource person for the Committee following the above procedure.

Prepared and submitted by: The Working Group

Approved by: Keith A. Rielly,
 Director of Education and Secretary.

-as
attach.

C R I T E R I A / C H A R A C T E R I S T I C S F O R R O L E
O F S U P E R I N T E N D E N T

Personal Qualities/Relationships

Projects a professional image
Has a mature outlook
Has clear educational convictions
Is enthusiastic, positive, proactive and able to motivate staff
Maintains integrity and honesty
Respects those from diverse traditions and different race and ethnic groups
Is an effective leader in curriculum and instruction/business services
Provides appropriate assistance to trustees and other Supervisory Officers
Is an effective role model who works well with parents/community
Respect of colleagues and staff

Problem Solving/Planning

Can envisage the future
Looks for better ways to do things
Tolerates alternatives and ambiguity
Deals with conflict situations effectively
Has good conceptual abilities
Has knowledge of effective problem solving procedures
Uses intuition and creative techniques
Encourages collaborative decision making
Values cooperation and initiative

Team Building/Leadership

Is committed to make this system excellent
Maintains a clear sense of direction
Works to achieve a positive climate
Exhibits behaviour consistent with goals of the organization
Has excellent interpersonal skills
Gains the support of staff

Is courteous and shows concern for others
Involves people in decisions which affect them
Develops effective work groups
Varies leadership style appropriately
Delegates effectively

Management/Goal Achievement

Is well organized and accountable
Has a thorough knowledge of responsibilities
Has clearly defined objectives and ways to measure results
Communicates objectives to appropriate staff
Monitors the implementation of established objectives
Effectively manages human, physical and financial resources
Makes decisions and accepts responsibility for their effectiveness

People Development/Performance Review

Is receptive to feedback for own growth
Establishes and achieves a personal growth plan
Maintains high standards in staff selection
Facilitates growth opportunities for others
Establishes an effective Manager's Letter with designated staff
Establishes high standards of performance with staff
Guides, supports and provides feedback to staff
Shows satisfaction with the success of others

Communication

Is accessible to others
Listens actively and responds effectively
Prepares clear, complete and concise reports
Keeps people well informed
Presents ideas clearly
Makes effective presentations

The following information was obtained from the records of the Department of the Interior, Bureau of Land Management, regarding the land owned by the United States in the State of California.

The land is located in the County of San Diego, State of California, and is situated in the Township of San Diego, Range 14 North, and Section 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100.

The land is situated in the Township of San Diego, Range 14 North, and Section 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100.

The land is situated in the Township of San Diego, Range 14 North, and Section 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100.

Education Centre
100 Main Street West
Hamilton, Ontario
1990 02 08

To The Chairman and Members
Personnel & Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

GENERAL

I have the honour to present the following recommendations for your approval:

(a) That the resignation, for the purpose of retirement, of the following staff, effective as shown, be accepted with regret and that the Board's gratuity be paid:

Ruby Birdsell, Cleaning Staff, 1990 04 27
Barbara Coleman, Cleaning Staff, 1990 06 29
Marshall Lisk, Caretaking Staff, 1990 06 30
Arend Schaap, Caretaking Staff, 1990 06 30

(b) That the resignation of the following Administrative Staff (non-union), effective as shown, be accepted with regret:

Joan B. Harrower, 1990 01 15
Karen A. Leedale, 1990 01 26

(c) That the request of Lisa Anderson, Administrative Staff (non-union), for a Maternal Leave of Absence, effective 1990 03 26 to 1990 07 20, in accordance with the Employment Standards Act, be granted.

(d) That the request of Sandra Curran, Cleaning Staff, for a Maternal Leave of Absence, effective 1990 02 12 to 1990 05 04, in accordance with the Employment Standards Act, be granted.

(e) That Catherine Pilon, Cleaning Staff, be returned from a Maternal Leave of Absence, effective 1990 01 22.

Respectfully submitted,

K. A. Rielly,
Director of Education
and Secretary

rt

ADDED RECOMMENDATION

GENERAL

(f) That Orville Grasley, Caretaking and Maintenance Staff, be appointed to the position of Maintenance Foreman (Glass and Welding), Plant Department (Administrative Grade 10 - maximum \$38,053 per annum), with a one-year probationary period, effective 1990 02 19, with salary according to the salary schedule.

(g) That the resignation of Peter S. Beveridge, Superintendent of Curriculum, Special and Educational Services, who is retiring on superannuation, effective 1990 06 30, be accepted with regret and that the Board's gratuity be paid.

After the meeting

Meeting

1. The above mentioned meeting was held on the 1st of January 1950 at the residence of the Secretary of the Council of the League of Nations, Geneva. The meeting was attended by the following members of the Council: Mr. A. G. D. (President), Mr. J. (Secretary), Mr. K. (Member), Mr. L. (Member), Mr. M. (Member), Mr. N. (Member), Mr. O. (Member), Mr. P. (Member), Mr. Q. (Member), Mr. R. (Member), Mr. S. (Member), Mr. T. (Member), Mr. U. (Member), Mr. V. (Member), Mr. W. (Member), Mr. X. (Member), Mr. Y. (Member), Mr. Z. (Member).

2. The meeting was held in the afternoon of the 1st of January 1950. The agenda of the meeting was as follows: (a) Report of the Secretary of the Council of the League of Nations, Geneva, on the work of the Council during the year 1949. (b) Report of the Secretary of the Council of the League of Nations, Geneva, on the work of the Council during the year 1949. (c) Report of the Secretary of the Council of the League of Nations, Geneva, on the work of the Council during the year 1949. (d) Report of the Secretary of the Council of the League of Nations, Geneva, on the work of the Council during the year 1949. (e) Report of the Secretary of the Council of the League of Nations, Geneva, on the work of the Council during the year 1949. (f) Report of the Secretary of the Council of the League of Nations, Geneva, on the work of the Council during the year 1949. (g) Report of the Secretary of the Council of the League of Nations, Geneva, on the work of the Council during the year 1949. (h) Report of the Secretary of the Council of the League of Nations, Geneva, on the work of the Council during the year 1949. (i) Report of the Secretary of the Council of the League of Nations, Geneva, on the work of the Council during the year 1949. (j) Report of the Secretary of the Council of the League of Nations, Geneva, on the work of the Council during the year 1949. (k) Report of the Secretary of the Council of the League of Nations, Geneva, on the work of the Council during the year 1949. (l) Report of the Secretary of the Council of the League of Nations, Geneva, on the work of the Council during the year 1949. (m) Report of the Secretary of the Council of the League of Nations, Geneva, on the work of the Council during the year 1949. (n) Report of the Secretary of the Council of the League of Nations, Geneva, on the work of the Council during the year 1949. (o) Report of the Secretary of the Council of the League of Nations, Geneva, on the work of the Council during the year 1949. (p) Report of the Secretary of the Council of the League of Nations, Geneva, on the work of the Council during the year 1949. (q) Report of the Secretary of the Council of the League of Nations, Geneva, on the work of the Council during the year 1949. (r) Report of the Secretary of the Council of the League of Nations, Geneva, on the work of the Council during the year 1949. (s) Report of the Secretary of the Council of the League of Nations, Geneva, on the work of the Council during the year 1949. (t) Report of the Secretary of the Council of the League of Nations, Geneva, on the work of the Council during the year 1949. (u) Report of the Secretary of the Council of the League of Nations, Geneva, on the work of the Council during the year 1949. (v) Report of the Secretary of the Council of the League of Nations, Geneva, on the work of the Council during the year 1949. (w) Report of the Secretary of the Council of the League of Nations, Geneva, on the work of the Council during the year 1949. (x) Report of the Secretary of the Council of the League of Nations, Geneva, on the work of the Council during the year 1949. (y) Report of the Secretary of the Council of the League of Nations, Geneva, on the work of the Council during the year 1949. (z) Report of the Secretary of the Council of the League of Nations, Geneva, on the work of the Council during the year 1949.

Board of Education
Hamilton, Ontario
1990 02 06

TO THE CHAIRMAN AND MEMBERS
PERSONNEL AND ORGANIZATION COMMITTEE
BOARD OF EDUCATION
HAMILTON, ONTARIO

Ladies and Gentlemen:

Attached please find the year end Statement of Personnel Training Expenditures for 1989.

Expenditures to December 31 amount to \$681,574 in 1989 compared to \$520,228 in 1988.

Recommendation:

- (a) That the Personnel Training Report for 1989 be received for information.
- (b) That the Personnel Training Report be discontinued.

Prepared by: Rod Chisholm
Accounting Supervisor

Submitted by: Paul E. Shewfelt
Superintendent of Finance and Treasurer

Approved by: Keith A. Rielly
Director of Education and Secretary

STATEMENT OF PERSONNEL TRAINING EXPENDITURES
FOR THE YEAR ENDED DECEMBER 31, 1989

	<u>BUDGET</u>	<u>EXPENDITURES</u>	<u>BALANCE</u>
010 Business Administration	\$228,946	\$212,750	\$ 16,196
011 General Administration	70,900	35,481	35,419
020 Computer Services	14,000	13,217	783
032 Instructional Supervision - Central Services (includes Curriculum, Special Services and Area Offices)	457,970	396,592	61,378
034 School Services	3,000	1,278	1,722
039 Educational Research	890	1,121	(231)
044 Continuing Education - Evening and Other	4,360	3,241	1,119
070 Physical Plant Operation 075 & Maintenance	15,655	17,017	(1,362)
076 Transportation Administration	610	186	424
088 Other Operating Expenditure	<u>616</u>	<u>691</u>	<u>(75)</u>
TOTAL PERSONNEL TRAINING	\$796,947 =====	\$681,574 =====	\$115,373 =====

Education Centre
100 Main Street West
Hamilton, Ontario
1990 02 08

To The Chairman and Members
Personnel & Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

ELEMENTARY/SECONDARY

I have the honour to present the following recommendations for your approval:

(a) That Joanne Landry be appointed to the Temporary Staff, effective 1990 02 26, with salary according to schedule. (Elementary)

(b) That the following teachers be appointed to the Occasional Staff, effective as shown, with salaries according to schedule:

John Brown, 1990 02 01 to further notice (Elementary)
Heather Clark, 1989 11 20 to 1990 01 12 (Elementary)
Heather Clark, 1990 02 19 to 1990 06 15 (Elementary)
Bibiana Correa, 1990 01 15 to 1990 02 12 (Elementary)
Carol Foster, 1990 01 08 to further notice (.5) (Elementary)
Leslie Francey, 1990 01 12 to 1990 03 30 (.5) (Elementary)
Elaine Hall, 1990 01 08 to further notice (Elementary)
Tom Horne, 1990 02 01 to 1990 06 29 (Elementary)
Barbara Jarrett, 1989 12 04 to further notice (Secondary)
Biruta Kwapisinski, 1989 10 10 to 1989 11 24 (Elementary)
Joan Massey, 1990 02 08 to further notice (Elementary)
Eileen Murgatroyd, 1990 02 01 to 1990 03 07 (Secondary)
Marian Noonan, 1990 01 29 to further notice (.5) (Elementary)
Delia Palmer, 1990 01 25 p.m. to further notice (Elementary)
Anita Ridderstap, 1989 12 04 to 1990 01 16 (Elementary)
Anne Thomson, 1990 01 08 to further notice (Elementary)
Judith Whitmore, 1990 01 08 to 1990 05 01 (Elementary)
Brenda Wood-Martin, 1990 01 08 to 1990 02 16 (.7) (Elementary)

(c) That the effective dates of the appointment of Cynthia Goodridge to the Occasional Staff, approved at the December 1989 Meeting, be changed to 1989 11 27 to 1990 01 31. (Elementary)

(d) That Catherine Simon be appointed to the probationary Educational Assistant Staff, effective 1990 01 22 with wage rate according to the Collective Agreement.

(e) That the resignation of John Parr, Principal, who is retiring on superannuation, effective 1990 06 30, be accepted with regret and that the Board's gratuity be paid. (Elementary)

(f) That the resignations of the following teachers, who are retiring on superannuation, effective 1990 06 30, be accepted with regret and that the Board's gratuity be paid:

Norman Jarvis (Elementary)
Robert Root (Secondary)
Thomas Walker (Secondary)
Erich Weisz (Secondary)

(g) That Charles Badder be transferred from the Elementary Panel to the Secondary Panel, effective 1990 02 01.

(h) That the following teachers be transferred from the Probationary Staff to the Permanent Staff, effective as shown:

Carol Brattina, 1990 04 24 (Elementary)
 Sophie Krausz, 1990 02 22 (Elementary)
 Nancy McMartin, 1990 03 20 (Elementary)
 Kimberley Stewart, 1990 03 28 (Elementary)

(i) That the requests of the following teachers for Maternal Leaves of Absence, effective as shown, be granted in accordance with conditions governing Maternal Leave.

Jean Barber, 1990 02 19 to 1990 06 15 (Elementary)
 Elaine Crawford, 1990 03 19 to 1990 07 13 (Secondary)
 Nancy Kowalchuk, 1990 03 19 to 1990 07 13 (Elementary)
 Loren Serafini, 1990 03 19 to 1990 07 13 (Elementary)
 Paula Walker, 1990 04 22 to 1990 07 27 (Elementary)

(j) That the request of Brenda Finance for a Maternal Leave of Absence, effective 1990 02 26 to 1990 06 22, be granted in accordance with conditions governing Maternal Leave and that this Leave be followed by a Parental Leave of Absence, effective 1990 06 25 to 1991 08 31. (Elementary)

(k) That the request of Verna Dell, Administrative Staff (non-union), for a Maternal Leave of Absence, effective 1990 03 12 to 1990 06 29, in accordance with the Employment Standards Act, be granted.

(l) That the request of Heather Hamilton, Administrative Staff (non-union), for a Personal Leave of Absence, effective 1990 02 12 to 1991 02 11, be granted.

(m) That the request of Joanne Preston for a Long Term Disability Leave of Absence, effective 1989 12 14, be granted. (Elementary)

(n) That the request of Susan Clements for an extension of her Personal Leave of Absence from 1990 03 19 to 1990 08 31, be granted. (Elementary)

(o) That Janet Doslea, Secondary School Clerical and Secretarial Staff, be returned from a Maternal Leave of Absence, effective 1990 01 15.

(p) That the following teachers be returned from Leaves of Absence and assigned teaching duties, effective as shown:

Rosemary Almas, 1990 02 05 (Elementary)
 Dina Avdoulos, 1990 02 01 (Elementary)
 Lyn Cowden, 1990 03 19 (Elementary)
 Darlene Owen, 1990 04 02 (Elementary)
 Sybille Stahl, 1990 02 19 (Elementary)

(q) That the effective dates of the Maternal Leave of Absence granted to Lori Kyle at the November 1989 Meeting, be changed to 1990 01 25 p.m. to 1990 05 24 a.m., and that this Leave be followed by a Parental Leave of Absence, effective 1990 05 24 p.m. to 1990 06 01. (Elementary)

(r) That the timetable of Judith Ambrose be increased from .5 to 1.0, effective 1990 02 26 to 1990 08 31. (Elementary)

(s) That the timetable increase granted to Janis Muller at the December 1989 Meeting, from .4 to .5 effective 1989 10 24, be rescinded. (Elementary)

Respectfully submitted,

K. A. Rielly,
 Director of Education
 and Secretary

ADDED RECOMMENDATIONS

ELEMENTARY/SECONDARY

(t) That the following teachers be appointed to the Probationary Staff, effective 1990 02 19, with salaries according to schedule:

Kathryn M. Archer (Elementary)
Gregg Bullock-Price (Elementary)

(u) That the following teacher's name be added to clause (b):

Leslie R. Francey, 1990 02 05 to further notice (1/3) (Secondary)

(v) That the request of the Ministry of Education for the secondment of Norah Franklin as Education Officer in the Special Services Branch, effective 1990 03 26 to 1991 08 31, be granted. (Elementary)

(w) That the request of Dale Cornish for a Maternal Leave of Absence, effective 1990 03 12 to 1990 07 06 be granted, in accordance with conditions governing Maternal Leave and that this Leave be followed by a Parental Leave of Absence, effective 1990 07 09 to 1991 08 31. (Elementary)

(x) That the request of Rosemary Lee, Educational Assistant, for a Maternal Leave of Absence, effective 1990 03 05 to 1990 06 29, in accordance with the Employment Standards Act, be granted.

(y) That the effective dates of the Maternal Leave of Absence requested by Paula Walker in clause (i) be changed to 1990 03 05 to 1990 06 29. (Elementary)

(z) That the request of Deborah Pamukoff for an extension of her Personal Leave of Absence, effective 1990 03 12 to 1990 08 31, be granted. (Elementary)

(aa) That the request of Carolyn March for an extension of her Adoption Leave of Absence, effective 1990 03 05 to 1990 03 16, be granted. (Elementary)

(bb) That the following teacher's name be added to clause (p):

Carolyn March, 1990 03 19 (Elementary)

(cc) That the following timetable increases, effective 1990 02 01, be granted:

Ene Readyhough, from 4/6 to 5/6 (3/3 Sem. 1, 2/3 Sem. 2)
(Secondary)
Katherine Scarth, from 4/6 to 5/6 (2/3 Sem. 1, 3/3 Sem. 2)
(Secondary)

(dd) That the timetable of Joanne Restivo be decreased from 6/6 to 5/6 (3/3 Sem. 1, 2/3 Sem. 2), effective 1990 02 01. (Secondary)

THE UNITED STATES OF AMERICA
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
WASHINGTON, D. C. 20250

MEMORANDUM FOR THE RECORD
SUBJECT: [Illegible]

1. [Illegible]

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URBAN MUNICIPAL
MAR 15 1991
GOVERNMENT DOCUMENTS

A G E N D A

PERSONNEL & ORGANIZATION COMMITTEE

1990 03 08

Confirmation of the minutes of the last regular meeting of 1990 02 08 and special meeting of 1990 02 20.

GENERAL

BUSINESS ARISING OUT OF THE MINUTES:

1. Interim Report from Officials - Review of the Adult and Continuing Education Department (from July 1989 Board Meeting) Pages 1 to 25

NEW BUSINESS:

1. Recommendations of the Director of Education Revised Page 26,
Pages 27 to 27A

ELEMENTARY/SECONDARY

NEW BUSINESS:

1. Recommendations of the Director of Education Pages 28 to 30

Education Centre
100 Main Street West
Hamilton, Ontario
1990 03 08

To the Chairman and Members
Personnel and Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

**Re: INTERIM REPORT - Review of the Adult and Continuing
Education Department**

During the late summer of 1989, the members of the Board directed administration to conduct a review of the structure of the Adult and Continuing Education Department. In order to be fully aware of provincial trends and progressive directions, information targets were established and strategies adopted which would allow our Review Committee to maintain a focused approach to our task.

Exemplary programs in county and defined city boards have been observed and the most effective program components have been evaluated in terms of service to our community. Although we realize that reviews of this nature usually take much longer to complete, we do feel that an interim report is necessary in order to meet deadlines established by the elected officials as a result of the June Accommodation Report when it was recommended that an Adult Learning Centre be established at Briarwood **not later than September 1990**. This recommendation was subsequently approved at the 1989 07 20 Board Meeting.

In addition to the Briarwood Centre, we would like to share the Review Committee's thinking with Board members relative to relocating our Adult and Continuing Education Department in the community in order to promote greater access by our adult public; we would also like to explore the possibility of opening an Adult High School in September 1991 - a trend common to all boards which were visited.

Recommendations have been carefully organized into Phase I and Phase II in order that consideration can be given to Phase I suggestions during the Spring of 1990 and Phase II recommendations can be deferred until additional information is forthcoming in respect to important matters such as budgetary implications and specific program offerings.

Bringing the Phase II recommendations forward at this time is designed to provide adequate opportunities for strategic planning for the future by both administration and the elected officials.

When further possible directions are surfaced by the Review Committee, we will provide the members of the Board with additional update information as we work towards more effective service for the adults in our community.

Prepared by: The Committee to Study the Structure of the Adult and Continuing Education
Department and the Adult Learning Centres Program

Submitted by: P. S. Beveridge, Superintendent of Curriculum and Special & Educational
Services

Approved by: K. A. Rielly, Director of Education and Secretary

Review of the

Adult and Continuing Education Department

Interim Report - March 1990



The Board of Education for the City of Hamilton

Submitted by:

**The Committee to Study the Structure of the
Adult and Continuing Education Department
and the Adult Learning Centres Program**

Adult and Continuing Education Department

October 1990 - March 1991



For more information, contact:

The Commission on Adult and Continuing Education
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...
...
...

I INTRODUCTION

The Department of Adult and Continuing Education for the Hamilton Board has been growing steadily over the past two decades as more programs have been added to its responsibilities (See Appendix A). With the growing prominence of Adult Education, the Board through Senior Management has requested a review of the programs, the modes of delivery and the structure of the Adult and Continuing Education Department. At the Board meeting of July 20, 1989, the motion was passed that "a study be conducted by the officials on the structure of the Adult and Continuing Education/Adult Learning Centres areas with a report to be presented to the Personnel and Organization Committee".

The Year of Literacy, 1990, is heralding a new decade in education. There is a need to develop an approach that is innovative and futuristic and one that will meet the community needs of a new society. The phenomenon of "Life Long Learning" will demand new and innovative educational opportunities for the Adult Learner in our community.

* * * * *



II THE REVIEW PROCESS

The Steering Committee was formed and included:

P. Beveridge	Superintendent of Curriculum and Special & Educational Services
J. DiLiberto	Administrative Assistant to the Superintendent of Curriculum and Special & Educational Services
B. Leedale	Principal of Adult and Continuing Education
C. Howell	Co-ordinator of Adult and Continuing Education
J. Hobbs	Consultant of Adult Learning Centres

The Steering Committee met for the first time on September 14th, 1989. The committee reviewed the existing general organization, the history, and the areas of individual responsibilities of the present personnel in the Department (See Appendices B to F). Discussions revolved around several major topics: the composition of the Review Committee, the extent of the review, and the establishment of "Target Areas".

At two subsequent meetings, the Steering Committee further examined the organization of the Department and the role descriptions of the personnel. The Steering Committee developed strategies for a formal review which included visits to other boards of education with exemplary programs. The members of the committee were provided with an opportunity to examine the structure and programs of other Continuing Education Departments and gain some insight into the most current provincial trends.

III REVIEW COMMITTEE

On November 15, 1989, the Steering Committee was expanded to include the following:

<u>NAME</u>	<u>POSITION</u>	<u>GROUP REPRESENTED</u>
Bennett, Bryan	Department Head Visual Arts	Secondary School Teachers
Beveridge, Peter	Superintendent and Chairman	Curriculum and Special & Educational Services
Bockner, Louise	Chairman of Continuing Education and Applied and General Arts	Mohawk College
Clarke, Mary Caye	Chairperson	Board of Education for the City of Hamilton
DiLiberto, John	Administrative Assistant to Superintendent of Curriculum and Special & Educational Services	Curriculum and Special & Educational Services
Drake, Ken	Principal Bennetto School	Hamilton Principals' Association
Fraser, Ian	Teacher Hampton Heights	Elementary School Teachers
Hobbs, Jim	Consultant	Adult Learning Centres
Howell, Cliff	Co-ordinator	Adult and Continuing Education
Leedale, Bob	Principal	Adult and Continuing Education
Murphy, Paul	Principal Westdale	Hamilton Secondary School Principals' Council
Price, Gerry	President of District 8	Ontario Secondary School Teachers' Federation

Note: Cynthia Adams (Education Officer, Centre for Secondary and Adult Education) was invited to provide guidance and to give the committee information from the perspective of the Ministry of Education.



IV STRATEGIES

There are several Boards in the province who have established themselves as leaders in the field of Adult and Continuing Education; they have in place organizational structures, programs, and modes of delivery designed to meet the needs of the Adult Learner of the 90's. The committee decided to visit the Lincoln and Waterloo County Boards of Education and the London and Ottawa defined City Boards of Education.

The Review Committee was divided into four groups for the purpose of assessing the aforementioned programs. The groups were each asked to make a written report with a focus on the following areas:

- Department Organization
- Program and Program Delivery
- Accommodation
- Advertising and Publicity

Also, each group was to include in their report the overall positive and negative impressions of the programs and structures which they observed.

V REVIEW COMMITTEE REPORTS

The selected centres proved to be well chosen and our representatives were generally impressed with the administrative structure and program delivery of the Continuing Education Departments. Each group was impressed by the warmth and hospitality of their hosts who were more than willing to share their philosophy and practices of their Adult and Continuing Education programs. Findings revealed that there are several outstanding components common to the four Boards visited:

- organizational structures that provide an efficient framework to administer a progressive department (See Appendices G to J)
- programs that are varied, extensive and relevant for the Adult population
- Adult Centres that provide a High School learning environment for the Adult Learner
- registration procedures which are computerized, efficient, and "user friendly"
- advertising and marketing strategies that are extensive and successful in promoting programs and the Board



VI RATIONALE

From the visits, there surfaced several important elements for the Review Committee to consider:

- The Tri-Board Survey (January, 1990) outlines the profile of the Adult Learner; it is apparent that the Adult Student prefers a time schedule that is flexible and classes that are segregated.
- The Adult Student needs a wide range of services (Reception, Assessment, and Placement) which can be provided more effectively by an Adult and Continuing Education Department which is located at an Adult Centre in the community.
- Adult Basic Education, English As A Second Language and Literacy in the Workplace are programs of anticipated growth in the 90's and will become priority items for any progressive Continuing Education Department.
- The Adult High School is a concept that has been adopted by several Boards in Ontario with overwhelming success. This mode of delivery seems to meet most of the needs of the Adult Learner, including, segregated classes, flexible time schedules, and many support services.

VII CONCLUSIONS

The Review Committee has arrived at several conclusions:

- The Department of Adult and Continuing Education must provide a full range of services to the Adult Learner
- The Department of Adult and Continuing Education needs to be restructured
- The Department of Adult and Continuing Education should be relocated from the Education Centre to another site
- An Adult High School should be established
- An extensive marketing and advertising campaign would be required to promote a new location and the establishment of an Adult High School

SUMMARY

The Adult and Continuing Education Department of the Hamilton Board has served Adults well for the past 20 years. If it is to continue to do so, it must accept new concepts and a futuristic approach to meet the needs of the Adult Learner of the 90's.



VIII RECOMMENDATIONS

The Adult and Continuing Education Review Committee makes the following recommendations:

PHASE I (effective September, 1990)

- That Briarwood become an Adult Learning Centre offering the following programs:
 - Independent Home Study
 - Adult Basic Education
 - English As A Second Language
 - General Interest Day Classes
- That for the year 1990-91 the Department of Adult and Continuing Education be structured according to Appendix K.
- That the Department of Adult and Continuing Education be relocated to the Briarwood facility at no additional cost to the Board.
- That a report be presented to the Board by January 1991 regarding the increased profile of the Department of Adult and Continuing Education and the effective service to the community of East Hamilton

PHASE II (effective September, 1991)

- That prior to the implementation of Phase II, the financial implications be presented for consideration by the appropriate standing committee of the Board.
- That an Adult High School be established at the Briarwood location
- That the Department of Adult and Continuing Education be restructured according to Appendix L.

ADULT AND CONTINUING EDUCATION

HISTORICAL GROWTH

1970	Evening School - 10 locations offering Credit Courses, E.S.L., and General Interest
1973	Heritage Language
1974	Adult Day Courses Volunteers
1976	Community School at Robert Land
1977	Community School at Parkdale
1980	L.O.N.A.R./A.B.E. at McIlwraith (Marty Karl Personal Growth Centre)
1980	Summer School
1981	Summer Skill School
1986	Southview Adult Centre
1987	Fairview Adult Centre
1988	Section 25 Alternative Education
1989	Driver Education

ENROLMENT

1970	8,000 students
1990	21,000 students

THE ADULT LEARNING CENTRES

FAIRVIEW, MCILWRAITH, SOUTHVIEW

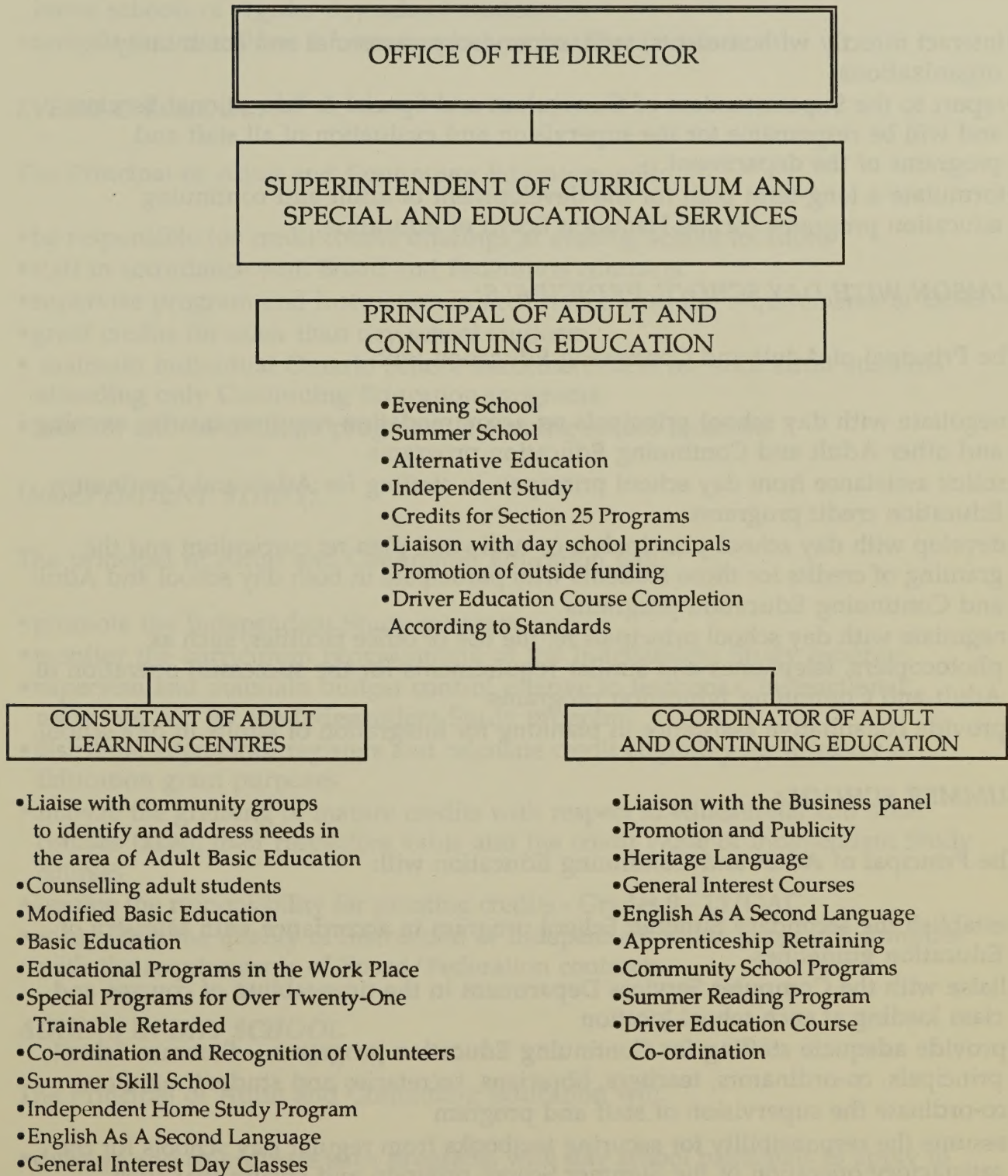
The Adult Learning Centres opened in November, 1986 with Southview and McIlwraith (formerly L.O.N.A.R.). Fairview began in November, 1987.

The programs offered at the Centres include:

- Independent Home Study
- Adult Basic Education
- English As A Second Language
- General Interest Day Classes
- Child Care Centre

The Centres cater to adult learners who cannot attend school on a regular basis due to employment or family responsibilities. There are also many adults who are unable to cope with structured classes and are comfortable with a school pace that fits their personal schedules and abilities. The clients of the Adult Learning Centres represent a portion of the adult market with very specific needs.

THE HAMILTON BOARD OF EDUCATION
ADULT AND CONTINUING EDUCATION DEPARTMENT
ORGANIZATION CHART



ROLE DESCRIPTION

PRINCIPAL OF ADULT AND CONTINUING EDUCATION

The Principal of Adult and Continuing Education serves a key role in the operation and structuring of the Adult and Continuing Education Department. He/she will:

- interact directly with students, staff, supervisory personnel and community organizations.
- report to the Superintendent of Curriculum and Special & Educational Services and will be responsible for the supervision and evaluation of all staff and programs of the department.
- formulate a long-term plan for the development of adult and continuing education programs for the Hamilton Board of Education.

LIAISON WITH DAY SCHOOL PRINCIPALS:

The Principal of Adult and Continuing Education will:

- negotiate with day school principals re: accommodation requirements for evening and other Adult and Continuing Education programs
- solicit assistance from day school principals in staffing for Adult and Continuing Education credit programs
- develop with day school principals a co-ordinated plan re: curriculum and the granting of credits for those students who participate in both day school and Adult and Continuing Education programs
- negotiate with day school principals re: the use of office facilities, such as photocopiers, telephones and similar requirements for the successful operation of Adult and Continuing Education programs
- provide consultative assistance in planning for integration of adults in day school.

SUMMER SCHOOL:

The Principal of Adult and Continuing Education will:

- establish the secondary Summer School program in accordance with Ministry of Education guidelines
- liaise with the Computer Services Department in the time-tabling of courses and class loading at each school location
- provide adequate staffing for Continuing Education programs -- Summer School principals, co-ordinators, teachers, librarians, secretaries and student monitors
- co-ordinate the supervision of staff and program
- assume the responsibility for securing textbooks from regular day schools for the satisfactory operation of the Summer School program and ensure that such textbooks are promptly returned

- maintain a record of the final marks of all students and contact home schools of regular day school students with this information
- operate all programs in accordance with Board and Federation contracts
- maintain control over the ordering of supplies, teacher applications, brochures, registration forms as are required for the successful operation of the program
- secure all such statistics as may be required by the Board and develop reports for home schools of regular day school students
- compile and distribute information to area boards of education

EVENING SCHOOL:

The Principal of Adult and Continuing Education will:

- be responsible for credit course offerings at evening school locations
- staff in accordance with Board and Federation contracts
- supervise program and instruction in accordance with the requirements of OS:IS
- grant credits for other than day school students
- maintain individual Ontario School Records (OSR's) for such adult students attending only Continuing Education programs
- monitor and co-ordinate programs at evening school locations

INDEPENDENT STUDY:

The principal of Adult and Continuing Education will:

- promote the Independent Study program
- monitor the curriculum programming of the Independent Study program
- supervise and maintain budget control relative to textbooks, instructional materials, etc. for the Independent Study program
- distribute attendance registers and calculate credit eligibility for Ministry of Education grant purposes
- analyze the granting of mature credits with respect to educational and other courses taken, their respective value and the credit value of Independent Study courses
- assume the responsibility for granting credits - Grades 9 - 13/OAC
- ensure that the quality of instruction of Independent Study programs complies with the requirements of Board/Federation contracts.

ADULTS IN DAY SCHOOL

The Principal of Adult and Continuing Education will:

- develop and co-ordinate such programs with day school principals as apply to Adults in Day School



ADULT CO-OP EDUCATION:

The Principal of Adult and Continuing Education will:

- liaise and co-operate with the Co-op Department in the integration of Adult Co-op Education into the Continuing Education program
- provide direction and assistance to the appropriate Superintendent in assessing other adult credit-granting courses

PROMOTION OF OUTSIDE FUNDING:

The Principal of Adult and Continuing Education will endeavour to:

- secure such funding through grant applications and other sources as may be appropriate, e.g. Ministry of Employment and Immigration projects; Ministry of Education Challenge and Job Development projects, and others

OTHER RESPONSIBILITIES:

The Principal of Adult and Continuing Education will:

- accept and perform such other duties as may be assigned

ROLE DESCRIPTION

CO-ORDINATOR OF ADULT AND CONTINUING EDUCATION

The duties and responsibilities of the Co-ordinator of Adult and Continuing Education involve other-than-credit courses and encompass: (a) supervision of curriculum and evaluation resources and personnel relative to the needs of those students enrolled in the Adult and Continuing Education courses.

Co-operative long-range and short-range planning with the Principal of Adult and Continuing Education, his staff and the Consultant of Adult and Continuing Education is expected.

The Co-ordinator of Adult and Continuing Education will assume responsibility for: (a) the liaison with the Superintendents of Finance, Plant, Human Resources and Information Services, (b) the maintenance of Adult and Continuing Education programs and (c) the promotion and publicity of such programs.

The Co-ordinator of Adult and Continuing Education will make appropriate recommendations re: changes in policy, program, staffing and organization through the Principal of Adult and Continuing Education to the Superintendent of Curriculum and Special & Educational Services.

LIAISON WITH THE SUPERINTENDENT OF FINANCE:

The Co-ordinator of Adult and Continuing Education will:

- establish budgets for all Adult and Continuing Education programs
- monitor purchasing procedures through the authorization of invoice payments and purchase requisitions
- verify the completion of attendance registers, calculate grant hours and prepare submission of authorized grant applications to the Ministry of Education
- process all Ministry and Board audits for such programs as are included in the Adult and Continuing Education Department, such as Evening School, Summer School, Summer Skill School, English As A Second Language/English Skills Development (ESD), Heritage Language classes, and others and provide all pertinent information to the auditors.
- accumulate data relative to course offerings, enrollments, staffing, etc. and make such reports as may be required available to the appropriate Board personnel
- liaise with the Human Resources Department of the Board with regards to wages, employee benefits, contractual matters, accident reporting, etc.
- communicate to the Finance Department any arrangements with respect to accommodation of Adult and Continuing Education programs such as Heritage Language, the rental of facilities, insurance claims, etc.



PROMOTION AND PUBLICITY:

The Co-ordinator of Adult and Continuing Education will:

- publicize Adult and Continuing Education programs, such as Summer School, Summer Skill School and Evening School, internally to staff and students in day schools
- promote Adult and Continuing Education programs to the general public, as may be required, through such means as radio, television, newspapers, social information brochures, etc.

PROGRAM RESPONSIBILITIES - HERITAGE LANGUAGE CLASSES:

The Co-ordinator of Adult and Continuing Education will:

- liaise with the multi-cultural community regarding needs and delineation of appropriate programs for Heritage Language classes
- monitor on an ongoing basis the attendance registers of such classes for the purpose of Ministry of Education grant applications
- maintain cost control, e.g. supplies, budget
- address such concerns as may arise from regular day school staff and/or Heritage Language staff re: the use of classrooms, caretaking, etc.

PROGRAM RESPONSIBILITIES - SUMMER SKILL SCHOOL:

The Co-ordinator of Adult and Continuing Education will:

- establish such courses for Summer Skill School including those that qualify for Ministry of Education grants
- staff such programs with appropriate and qualified personnel
- provide assistance relative to the cost effectiveness of such programs
- maintain regular contact with the appropriate principals to ensure that pre-requisites for grant programs follow Ministry of Education guidelines

PROGRAM RESPONSIBILITIES - GENERAL INTEREST COURSES:

The Co-ordinator of Adult and Continuing Education will:

- supervise registration and class loading
- staff with appropriate personnel
- maintain control over cost and fee structure
- control supply and services allocations
- monitor payroll and audit monthly reports

PROGRAM RESPONSIBILITIES - EASL/ESD

The Co-ordinator of Adult and Continuing Education will:

- co-ordinate all aspects of the EASL/ESD program
- recruit appropriate staff
- monitor attendance registers for the purpose of Ministry of Education grant applications
- control supply, equipment of EASL/ESD programs
- provide Summer classes for EASL/ESD

PROGRAM RESPONSIBILITIES - APPRENTICESHIP RETRAINING:

The Co-ordinator of Adult and Continuing Education will:

- liaise with appropriate companies or organizations for placement facilities throughout the year for students in the apprenticeship program, e.g. Dofasco, Kiwanis, Visiting Homemakers, etc.
- monitor registration and operation of classes
- liaise with the Superintendent of Finance re: the calculation of costs and the invoicing of organizations
- prepare and process monthly payrolls

PROGRAM RESPONSIBILITIES - COMMUNITY SCHOOLS:

The Co-ordinator of Adult and Continuing Education will:

- plan and co-operate with principals of schools and Community School workers to provide suitable programs
- determine long-range and short-range goals and objectives which will assure the viability of this program
- provide in-service training to staff
- prepare a budget and control expenditures re: supplies, equipment, rentals, etc.
- liaise with such executive committees as 'Doors of Friendship' (Parkdale) and 'The North Central Community School Association (Robert Land) to address opportunities and accommodate concerns
- liaise with Community School workers to establish, with the aid of government funding, summer programs to promote reinforcement of reading skills.

OTHER RESPONSIBILITIES:

The Co-ordinator of Adult and Continuing Education will:

- accept and perform such other duties as may be assigned



ROLE DESCRIPTION**CONSULTANT OF ADULT AND CONTINUING EDUCATION**

The Consultant of Adult and Continuing Education will, in co-operation with the Principal of Adult and Continuing Education and the Co-ordinator of Adult and Continuing Education, implement and review programs.

LIAISON WITH COMMUNITY GROUPS:

The Consultant of Adult and Continuing Education will:

- identify area needs for Adult Basic Education programs
- co-ordinate programs with the Adult Basic Education and Literacy (ABEL) Association, the Separate School Board, and other appropriate community groups

COUNSELLING ADULT STUDENTS:

The Consultant of Adult and Continuing Education will:

- provide information on programs
- aid students in setting aims and objectives
- support students in career planning
- liaise with the Guidance Department

BASIC EDUCATION:

The Consultant of Adult and Continuing Education will:

- determine the educational background of student applicants for suitable program placement
- provide consultation in regards to staffing
- provide all relevant instructional materials
- monitor programs and student progress

EDUCATIONAL PROGRAMS IN THE WORKPLACE:

The Consultant of Adult and Continuing Education will:

- conduct a needs survey with respect to this program
- determine the implications and the projected Board costs in concert with the Finance Department
- liaise with companies and other contacts re: the viability of the programs



SPECIAL PROGRAMS - TRAINABLE RETARDED

The Consultant of Adult and Continuing Education will:

- assume responsibility for the Modified Adult Basic Education program which is specifically designed to meet the needs of slower developing adult students
- develop and select programs that will address the special needs of these students
- liaise with community associations and establish appropriate classes for slower developing adults

CO-ORDINATION AND RECOGNITION OF VOLUNTEERS:

The Consultant of Adult and Continuing Education will:

- co-ordinate efforts by the principals relative to the effective assignment of volunteers
- promote the continuation and the possible extension of volunteer programs
- liaise with the Department to assure the continuance of in-service training and recognition for services volunteered

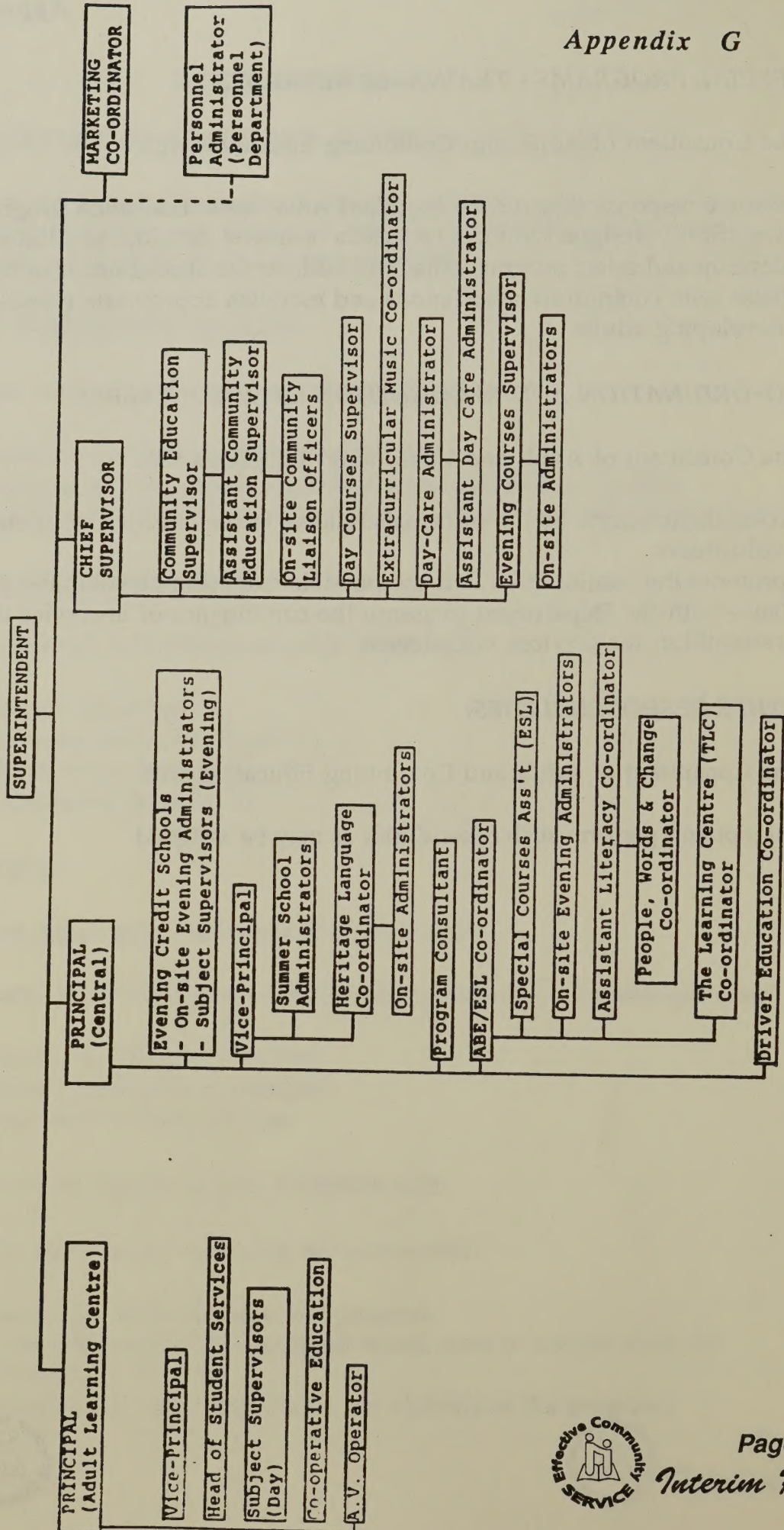
OTHER RESPONSIBILITIES:

The Consultant of Adult and Continuing Education will:

- accept and perform such other duties as may be assigned

OTTAWA BOARD OF EDUCATION

CONTINUING EDUCATION ADMINISTRATIVE ORGANIZATION



WATERLOO COUNTY BOARD OF EDUCATION

ADULT AND CONTINUING EDUCATION

DIRECTOR

AREA SUPERINTENDENTS

3

PRINCIPAL OF
A.C.E.

VICE-PRINCIPAL
OF A.C.E.

- Heritage Languages
- Summer School
- E.S.L.
- E.W.E.
- Driver Education

- Heritage Languages
- Night School
- P.I.E.

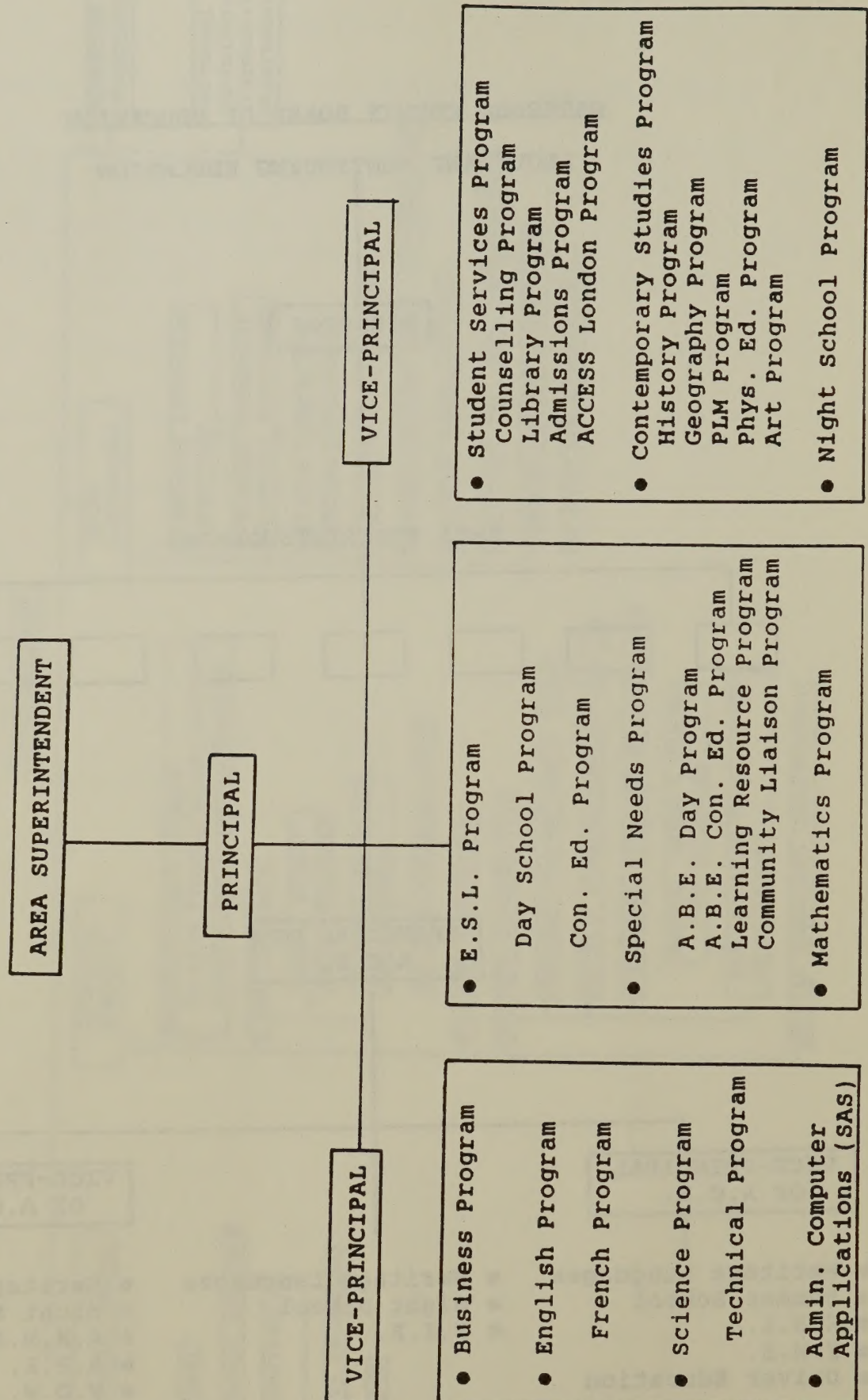
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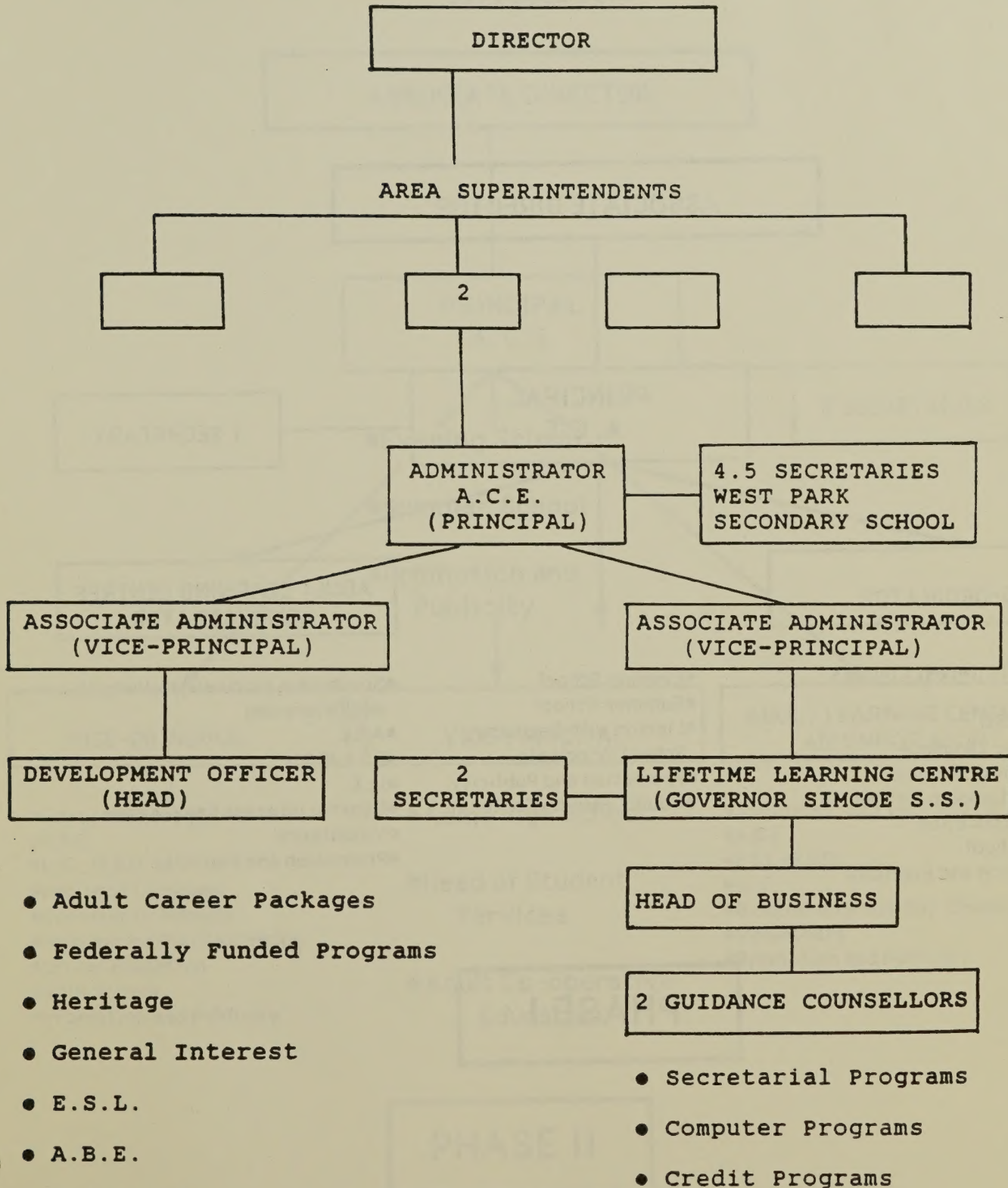
- Heritage Languages
- Night School
- A.R.M.S./A.C.T.
- A.B.E.
- W.O.W.
- I.L.C.



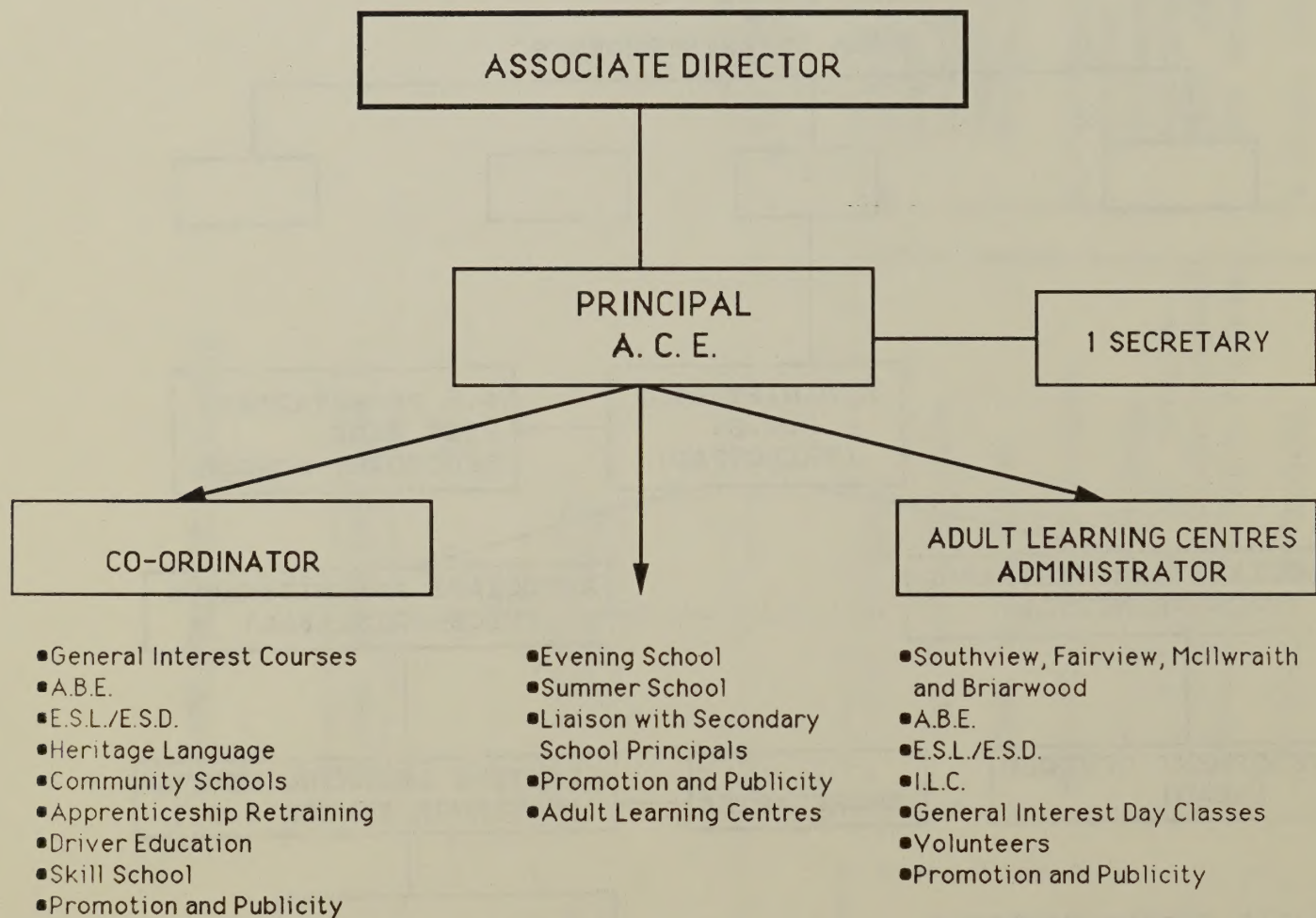
Appendix I

LONDON BOARD OF EDUCATION



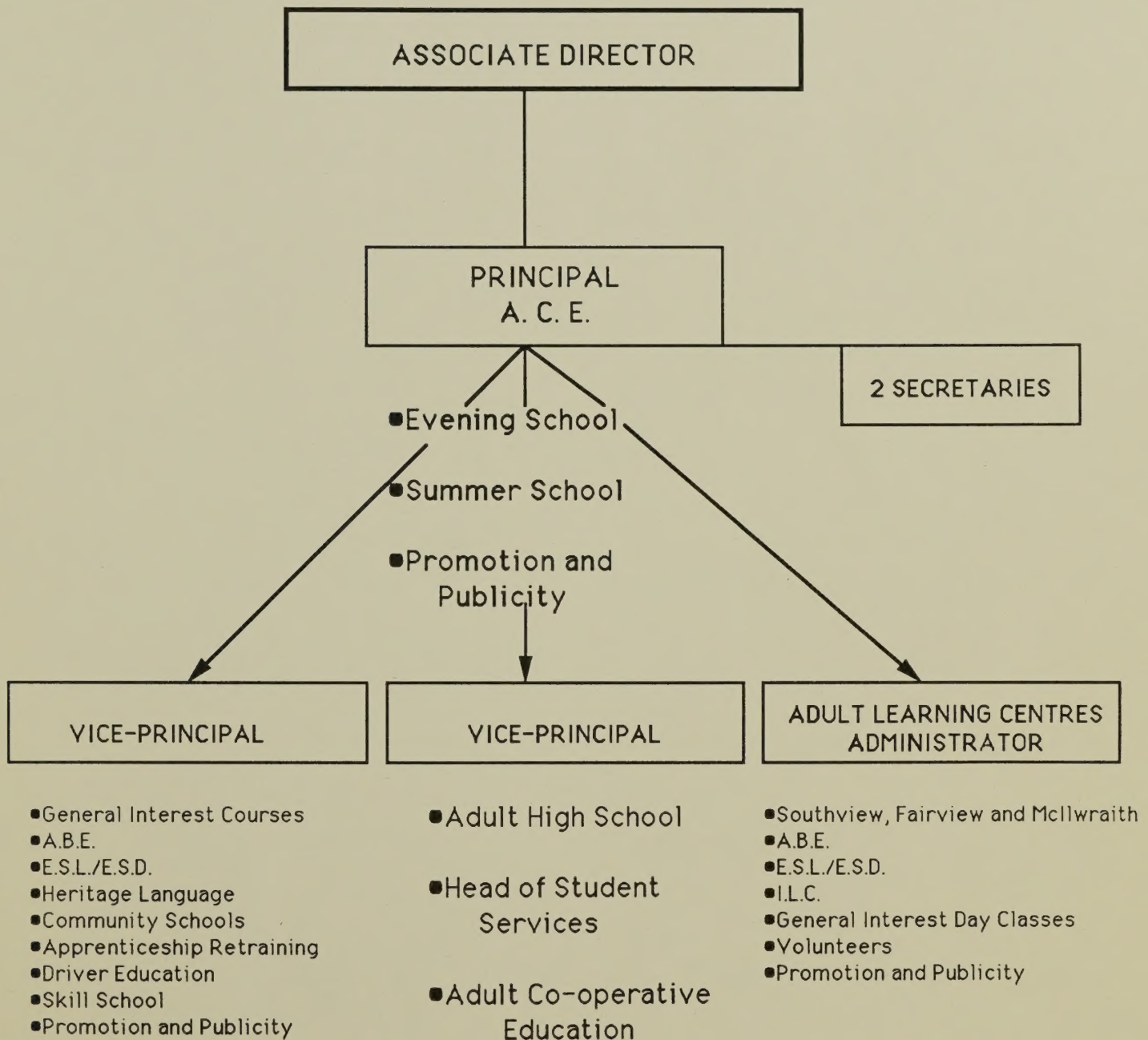
LINCOLN COUNTY BOARD OF EDUCATION

**THE HAMILTON BOARD OF EDUCATION
ADULT AND CONTINUING EDUCATION DEPARTMENT
PROPOSED ORGANIZATION CHART
1990-1991**



PHASE I

**THE HAMILTON BOARD OF EDUCATION
ADULT AND CONTINUING EDUCATION DEPARTMENT
PROPOSED ORGANIZATION CHART
1991-1992**



PHASE II



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The following information is being provided for your information and is not intended to be used for any other purpose.

Education Centre
100 Main Street West
Hamilton, Ontario
1990 03 08

To The Chairman and Members
Personnel & Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

GENERAL

I have the honour to present the following recommendations for your approval:

(a) That the following be appointed to the Caretaking and Maintenance Staff, on three months' probation, as Assistant Caretakers, effective as shown, with wage rate according to the Collective Agreement:

Frank Borsellino, 1990 02 21
Mike Denny, 1990 02 21
Philip Landry, 1990 03 02
Paul Large, 1990 02 21
Jim Patterson, 1990 02 21
Troy Spencer, 1990 02 21
Scott Ure, 1990 02 21
Barry Wilson, 1990 02 21

(b)(i) That the resignation of Herbert L. MacDonald, Payroll Supervisor, for the purpose of retirement, effective 1991 01 31, be accepted with regret and that the Board's gratuity be paid, and

(ii) That the Superintendent of Finance and Treasurer be authorized to advertise and to recommend a replacement for the Payroll Supervisor, as soon as possible, at no additional cost to the Board.

(c) That the resignation of Doris Lyne, Rental Clerk, for the purpose of retirement, effective 1990 08 31, be accepted with regret and that the Board's gratuity be paid.

(d) That the resignations, for the purpose of retirement, of the following staff, effective as shown, be accepted with regret and that the Board's gratuity be paid:

John Schnurr, Caretaking Staff, 1990 06 29
Katherine Shymlosky, Cleaning Staff, 1990 06 30

(e) That the resignation of Barbara A. Filice from the position of Data Entry Operator, Administrative Staff (Non-Union), effective 1990 02 02, be accepted with regret.

(f) That Graham McDonald be confirmed in the position of Secondary School Foreman effective 1990 02 01.

(g) That Jennifer Powell-Fralick be confirmed in the position of Child Care Program Leader effective 1990 02 01.

(h) That Gail Christmas be confirmed in the position of Assessment Supervisor effective 1990 02 17.

(i) That Colleen Hycz be confirmed in the position of Supervisor, Training Support Services effective 1990 02 17.

(j) That Brian Riess be confirmed in the position of Computer Equipment Co-ordinator effective 1990 02 17.

(k) That Ken McEwan be confirmed in the position of Maintenance Foreman, Plumbing and Heating effective 1990 02 17.

(l) That David Kingsley be confirmed in the position of Methods & Communications Analyst effective 1990 02 17.

(m) That Patricia Kossup be confirmed in the position of Personal Computing Co-ordinator effective 1990 02 17.

Respectfully submitted,

K. A. Rielly,
Director of Education
and Secretary

rt

ADDED RECOMMENDATIONS

GENERAL

(n) That the exchange between Robert G. Adams (Hamilton Board) and Pamela Eves (Haldimand Board) be approved for the period 1990 04 01 to 1990 06 30, in accordance with the Board's Leadership Exchange Program.

(o) That April Ingrahm, Payroll Clerk, Administrative Staff (non-union), be promoted to the position of Senior Payroll Clerk (Administrative Grade 7, maximum \$29,917 per annum), effective 1990 03 19, with salary according to the salary schedule.

(p) That the resignation of Paulette Y. Carmichael, Cleaning Staff, effective 1990 02 28, be accepted with regret.

(q) That the request of Jean Friesen, Administrative Staff, for a Personal Leave of Absence, effective 1990 04 19 to 1990 10 26, be granted.

(r) That Ruth Hall, Administrative Staff (non-union), be returned from a Maternal Leave of Absence, effective 1990 03 19.

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Education Centre
100 Main Street West
Hamilton, Ontario
1990 03 08

To The Chairman and Members
Personnel & Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

ELEMENTARY/SECONDARY

I have the honour to present the following recommendations for your approval:

(a) That the following teachers be appointed to the Probationary Staff, effective 1990 03 23, with salaries according to schedule:

Leslie Forsyth (.5) (Elementary)
Ellen Thompson (Elementary)

(b) That the following teachers be appointed to the Occasional Staff, effective as shown, with salaries according to schedule:

Gillian Bolton, 1990 02 07 to further notice (Elementary)
Charlotte Bright, 1990 02 06 to further notice (Elementary)
Ronald Dawson, 1990 03 19 to 1990 06 28 (Secondary)
Ilse-Helen Gieselmann, 1990 01 11 to further notice (Elementary)
Robert Gombos, 1990 01 29 to 1990 03 29 (Elementary)
Marisa Guagneli, 1990 03 19 to 1990 06 29 (Elementary)
Andrea Hart, 1990 01 11 to further notice (Elementary)
Patricia Holbrook, 1990 03 19 to 1990 06 29 (Elementary)
Barbara Holman, 1990 02 19 to 1990 03 23 (Secondary)
Mary Hudon, 1990 02 12 to 1990 03 23 (Secondary)
Scott Young, 1990 02 01 to further notice (Secondary)

(c) That the resignations of the following teachers, who are retiring on superannuation, effective 1990 06 30, be accepted with regret and that the Board's gratuity be paid:

William Berendt (Secondary)
Betty J. Carlyle (Secondary)
James R. Davies (Secondary)
Andrew Kenneth Ferguson (Secondary)
Ralph B. Johnston (Secondary)
Joan Kneisz (Elementary)

(d) That the resignation of Edward G. White, who is retiring on Disability Superannuation, effective 1990 03 26, be accepted with regret and that the Board's gratuity be paid.

(e) That the resignation of Jeffrey B. Hales, Community School Leader, effective 1990 02 23, be accepted with regret. (Elementary)

(f) That the resignation of Gail F. Speight, effective 1990 03 22, be accepted with regret. (Elementary)

(g) That the following teachers be promoted to the position of Acting Head of Department, effective 1990 09 01, with salaries according to schedule:

William Holinaty (Music) (Secondary)
Stanley Symboluk (Technical Education) (Secondary)

(h) That the requests of the following teachers for Maternal Leaves of Absence, effective 1990 05 01 to 1990 08 27, be granted in accordance with conditions governing Maternal Leave:

Barbara Allum (Elementary)
Laurie Firlit (Elementary)

(i) That the requests of the following teachers for Maternal Leaves of Absence be granted in accordance with conditions governing Maternal Leaves and that these Leaves be followed by Parental Leaves of Absence, effective as shown:

Beverley Rea, 1990 04 30 to 1991 08 31 (Elementary)
Lourie Van der Zyden, 1990 04 17 to 1991 08 31 (Elementary)

(j) That the requests of the following teachers for Personal Leaves of Absence, effective as shown, be granted:

June Baxter, 1990 09 01 to 1991 08 31 (Elementary)
Janice McVittie, 1990 03 09 to 1990 03 30 (Secondary)

(k) That the following teachers be returned from Leaves of Absence and assigned teaching duties, effective as shown:

Carol Brittain, 1990 09 01 (Elementary)
Karen Hahn, 1990 05 07 (Elementary)
Dennis McIlveen, 1990 09 01 (Secondary)
Joanne Sinclair, 1990 02 01 (Secondary)

(l) That the timetables of the following teachers be reduced, effective as shown:

Rosemary Almas, from 1.0 to .5, 1990 03 05 to further notice (Elementary)
Brenda Stewart, from 1.0 to .5, 1990 03 19 (Elementary)

Respectfully submitted,

K. A. Rielly,
Director of Education
and Secretary

ADDED RECOMMENDATIONS

ELEMENTARY/SECONDARY

(m) That the following teachers' names be added to clause (a):

Paul Hitchcock (2/3 Sem. 2) (Secondary)
Richard Kaszas (Elementary)

(n) That the following teachers' names be added to clause (b):

Franciska Daines, 1990 03 05 to further notice (.5) (Elementary)
Jeannine Knight, 1990 01 08 to 1990 06 29 (Elementary)
Mary Salvo, 1989 12 11 to further notice (Elementary)

(o) That the effective dates of the appointment of Robert Gombos to the Occasional Staff in clause (b) be changed to 1990 01 29 to 1990 03 09. (Elementary)

(p) That the resignation of Mary Sager, Principal, who is retiring on superannuation, effective 1990 06 30, be accepted with regret and that the Board's gratuity be paid. (Secondary)

(q) That the following teachers' names be added to clause (c):

Olive Livingstone (Secondary)
Lillian Orban (Elementary)

(r) That the following teacher's name be added to clause (j):

Sharon Dempsey, 1990 09 01 to 1991 08 31 (Secondary)
Glenn Stinson, 1990 09 01 to 1991 08 31 (Secondary)

(s) That the effective dates of the request of Janice McVittie for a Personal Leave of Absence in clause (j) be changed to 1990 03 09 to 1990 03 22. (Secondary)

(t) That the request of Grace Mathieson for an extension of her Parental Leave of Absence, effective 1990 09 01 to 1991 08 31, be granted. (Elementary)

(u) That the following teachers' names be added to clause (k):

Katherine Goodwin, 1990 03 19 (Secondary)
Janice McVittie, 1990 03 23 (Secondary)

(v) That the date of return from Leave of Absence granted to Rosemary Almas at the February Meeting be changed to 1990 03 05. (Elementary)

(w) That the request of Irene Johnston, Secondary School Secretarial and Clerical Staff, for a Maternal Leave of Absence, effective 1990 04 02 to 1990 07 27, in accordance with the Employment Standards Act, be granted.

(x) That Colleen Danyluk, Secondary School Secretarial and Clerical Staff, be returned from a Personal Leave of Absence, effective 1990 03 26.

THE UNITED STATES OF AMERICA
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
WASHINGTON, D. C. 20250

FOR THE RECORD

TO: SAC, ALBUQUERQUE (100-100000)

FROM: SAC, PHOENIX (100-100000)

SUBJECT: [Illegible]

RE: [Illegible]

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URBAN MUNICIPAL
APR 10
GOVERNMENT DOCUMENTS

A G E N D A

PERSONNEL & ORGANIZATION COMMITTEE

1990 04 05

Confirmation of the minutes of the last regular meeting of 1990 03 08.

GENERAL

NEW BUSINESS:

1. Recommendations of the Director of Education Pages 1 and 1A

ELEMENTARY/SECONDARY

NEW BUSINESS:

1. Recommendations of the Director of Education Pages 2 to 3A
2. Requests For Four Over Five Plan - Romano Dreossi Page 4
 - John MacNeill
 - Edwin Prokop

I

Education Centre
100 Main Street West
Hamilton, Ontario
1990 04 05

To The Chairman and Members
Personnel & Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

GENERAL

I have the honour to present the following recommendations for your approval:

(a) That Casey Denton be appointed to the position of Accounts Payable Receptionist Clerk, Administrative Staff (non-union) (Grade 4, maximum salary \$25,328.00 per annum) effective 1990 03 19, with salary according to schedule.

(b) That the resignation, for the purpose of retirement, of James McNeil, Caretaking Staff, effective 1990 06 29, be accepted with regret and that the Board's gratuity be paid.

(c) That the resignation, for the purpose of retirement, of Edna L. Doucette, Cleaning Staff, effective 1990 06 30, be accepted with regret and that the Board's gratuity be paid.

(d) That the resignation of Elizabeth A. Pearson, Cleaning Staff, effective 1990 03 12, be accepted with regret.

(e) That the resignation of Rhonda Hirst from the position of Developmental Specialist, effective 1990 03 19, be accepted with regret.

Respectfully submitted,

K. A. Rielly,
Director of Education
and Secretary

rt

Respectfully,
Sincerely,
[Signature]

To The United Way
National & International
Headquarters
[Address]

Enclosure

I have the honor to acknowledge the receipt of your letter of the 10th instant.

1. That the sum of \$100.00 be paid to the United Way National & International Headquarters, effective 10th day of 1955.

2. That the sum of \$100.00 be paid to the United Way National & International Headquarters, effective 10th day of 1955.

3. That the sum of \$100.00 be paid to the United Way National & International Headquarters, effective 10th day of 1955.

4. That the sum of \$100.00 be paid to the United Way National & International Headquarters, effective 10th day of 1955.

5. That the sum of \$100.00 be paid to the United Way National & International Headquarters, effective 10th day of 1955.

Very truly,
[Signature]

F. A. [Name]
[Address]
[City, State, Zip]

ADDED RECOMMENDATIONSGENERAL

(f) That clause (a) be changed to read:

That Casey Denton be appointed to the position of Accounts Payable Receptionist Clerk, Probationary Administrative Staff (non-union) (Grade 4, maximum salary \$25,328.00 per annum), effective 1990 03 19, with salary according to schedule.

(g) That Valerie Jess be appointed to the position of Data Entry Operator (.5), Probationary Administrative Staff (non-union) (Grade 4, maximum salary \$25,328.00 per annum), effective 1990 04 23, with salary according to schedule.

(h) That the resignation, for the purpose of retirement, of Robert F. MacLennan, Caretaking Staff, effective 1990 06 30, be accepted with regret and that the Board's gratuity be paid.

(i) That the resignation, for the purpose of retirement, of T. Desmond O'Connor from the position of Supervisor, Maintenance, effective 1990 06 30, be accepted with regret and that the Board's gratuity be paid.

(j) That the resignation of Linda C. Jeria from the position of Word Processing Operator, Administrative Staff (non-union), effective 1990 03 19, be accepted with regret.

(k) That Gay Stanley be confirmed in the position of Speech/Language Pathologist effective 1990 03 06.

(l) That Tom Costello be confirmed in the position of Equipment Repair Technician II effective 1990 04 03.

(m) That Patricia Squire be confirmed in the position of Psychological Consultant effective 1990 03 21.

(n) That Carolyn Giesbrecht, Administrative Staff (non-union), be promoted to the position of Secretary, Curriculum Department (Grade 5, maximum salary \$26,122.00 per annum), effective 1990 04 09, with salary according to schedule.

(o) That the request of Linda Sheppard, Administrative Staff (non-union), for a Maternal Leave of Absence, effective 1990 06 04 to 1990 09 28, in accordance with the Employment Standards Act, be granted.

(p) That the request of Barbara Bakos, Cleaning Staff, for a Maternal Leave of Absence, effective 1990 05 14 to 1990 09 07, in accordance with the Employment Standards Act, and to be followed by a Personal Leave of Absence, effective 1990 09 10 to 1990 10 12, be granted.

(q) That the request of Anne Norman, Administrative Staff (non-union) for a Parental Leave of Absence, effective 1990 05 03 to 1990 11 02, be granted.

Education Centre
100 Main Street West
Hamilton, Ontario
1990 04 05

To The Chairman and Members
Personnel & Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

ELEMENTARY/SECONDARY

I have the honour to present the following recommendations for your approval:

(a) That the following teachers be appointed to the Occasional Staff, effective as shown, with salaries according to schedule:

Donna Griffith, 1990 03 19 to 1990 06 29 (Elementary)
Andrea Hart, 1990 03 26 to further notice (Elementary)
Diane Nishizaki, 1990 04 05 to 1990 05 18 (Elementary)
Judith Rouleau, 1990 02 13 to further notice (Elementary)
Scott Sincerbox, 1990 05 01 to 1990 06 29 (Elementary)
Pamela Stanton, 1990 04 17 to 1990 06 29 (Elementary)

(b) That the resignation of John Treen, teacher, who is retiring on Superannuation, effective 1990 06 30, be accepted with regret and that the Board's gratuity be paid. (Secondary)

(c) That the resignation of Linda Pillini, effective 1990 04 20, be accepted with regret. (Elementary)

(d) That Sylvia Lennon be promoted to the position of Acting Assistant Head of Department (Guidance), effective 1990 09 01. (Secondary)

(e) That Mary McGugan-Lane be promoted to the position of Acting Assistant Head of Department (Vocational), effective 1990 09 01 to 1991 08 31. (Secondary)

(f) That the requests of the following teachers for Maternal Leaves of Absence, effective as shown, be granted in accordance with conditions governing Maternal Leave:

Christine Fotheringham, 1990 04 23 to 1990 08 17 (Elementary)
Kathy Goodin, 1990 05 01 to 1990 08 27 (Elementary)
Pamela J. Peterson, 1990 05 01 to 1990 08 27 (Elementary)
Mary Robertson, 1990 06 01 to 1990 08 31 (Elementary)
Christa Uhrenbacher, 1990 04 17 to 1990 08 13 (Elementary)
Katherine Yantzi, 1990 05 01 to 1990 08 27 (Elementary)

(g) That the requests of the following teachers for Maternal Leaves of Absence, be granted in accordance with conditions governing Maternal Leave and that these Leaves be followed by Parental Leaves of Absence, effective as shown:

Elisa Cesa, 1990 05 28 to 1991 08 31 (Elementary)
Mary Frankum, 1990 05 28 to 1991 08 31 (Secondary)
Linda Geddes, 1990 04 30 to 1991 08 31 (Elementary)
Donna Kehoe, 1990 05 01 to 1991 08 31 (Elementary)

(h) That the request of Marie Louise Kelday for an Adoption Leave of Absence, effective 1990 05 07 to 1990 08 31, be granted. (Elementary)

(i) That the following teachers be returned from Leaves of Absence, and assigned teaching duties, effective as shown:

Diana Beacham, 1990 09 01 (Secondary)
Helen Demczuk, 1990 04 02 (Elementary)
Irene Dewar, 1990 05 28 (.5) (Elementary)
Mirdza Jaunzemis, 1990 09 01 (Secondary)
Carolyn March, 1990 04 02 (Elementary)
Tiina Mallais, 1990 09 01 (Secondary)
Carla Small, 1990 03 26 (Elementary)

(j) That the requests of the following teachers for extensions of their Personal Leaves of Absence, be granted, effective as shown:

Karen Andreychuk, 1990 09 01 to 1991 08 31 (Elementary)
John Bland, 1990 09 01 to 1991 08 31 (Elementary)
Linda Brown, 1990 09 01 to 1991 08 31 (Elementary)
Dzinta Corcoran, 1990 09 01 to 1991 08 31 (Elementary)
Lynn De Jong, 1990 09 01 to 1991 08 31 (Elementary)
Irene Eves, 1990 09 01 to 1991 08 31 (Elementary)
Martha MacDonald, 1990 09 01 to 1991 08 31 (Elementary)
Jean Schaeffer, 1990 09 01 to 1991 08 31 (Elementary)

(k) That the request of Carolyn March for an extension of her Adoption Leave of Absence, effective 1990 03 19 to 1990 03 30, be granted. (Elementary)

(l) That the effective dates of the Maternal/Parental Leaves of Absence granted to Dale Cornish at the March Meeting be changed to 1990 03 19 to 1991 08 31. (Elementary)

(m) That the request of Nancy Voyer for an overseas exchange with a teacher from Northamptonshire, England for the period 1990 09 01 to 1991 08 31, be approved subject to the condition that a suitable exchange teacher from Northamptonshire, England can be arranged through the Ministry of Education. (Elementary)

Respectfully submitted,

K. A. Rielly,
Director of Education
and Secretary

rt

ADDED RECOMMENDATIONS

ELEMENTARY/SECONDARY

(n) That Jeannine Knight be appointed to the Temporary Staff, effective 1990 04 20, with salary according to schedule. (Elementary)

(o) That the following teachers' names be added to clause (a):

Charlotte Bright, 1990 03 30 to 1990 06 29 (Elementary)
James Hand, 1990 02 27 to further notice (Secondary)
Biruta Kwapisinski, 1990 04 02 to 1990 05 04 (Elementary)

(p) That the resignation of Christina Leibold, Coordinator of Media Services, who is retiring on superannuation, effective 1990 08 31, be accepted with regret and that the Board's gratuity be paid.

(q) That the resignations of the following teachers, who are retiring on superannuation, effective 1990 06 30, be accepted with regret and that the Board's gratuity be paid:

Thomas Lowden (Secondary)
Ronald McMann (Elementary)

(r) That the resignations of the following teachers, effective as shown, be accepted with regret:

B. Jane Couper, 1990 08 31 (Secondary)
Elaine Gross, 1990 08 31 (Secondary)
Karen Searles, 1990 04 20 (Elementary)

(s) That the request of the Ministry of Education for the extension of the secondment of Elizabeth Eickmeier to the Trillium School, effective 1990 09 01 to 1991 08 31, be granted. (Secondary)

(t) That the request of Mary-Ellen Riddell, Administrative Staff (non-union), for a Maternal Leave of Absence, effective 1990 02 19 to 1990 06 15, in accordance with the Employment Standards Act, and to be followed by a Personal Leave of Absence until 1990 06 29, be granted. (Secondary)

(u) That the request of Jean M. Barber for a Parental Leave of Absence, effective 1990 06 18 to 1991 08 31, be granted. (Elementary)

(v) That the request of Susan Radford, School Social Worker (.5), for a Personal Leave of Absence, effective 1990 09 01 to 1991 08 31, be granted. (Elementary)

(w) That the following teachers' names be added to clause (i):

Jennifer Beavers, 1990 04 17 (Elementary)
Wanda Bielak-Montemurro, 1990 04 17 (2/3) (Secondary)

(x) That the following teacher's name be added to clause (j):

Valerie Bryce, 1990 09 01 to 1991 08 31 (Secondary)

REQUESTS FOR "FOUR OVER FIVE" PLAN

That the following requests re "Four Over Five" Plan be approved:

(a) That approval be granted for the request of Romano Dreossi for a Leave of Absence under the Salary Holdback Plan ("Four Over Five") for the second semester of the 1991-1992 school year, effective 1992 02 01 to 1992 06 30, subject to the 1989-90 Secondary School Collective Agreement.

(b) That approval be granted for the request of John MacNeill for a Leave of Absence under the Salary Holdback Plan ("Four Over Five") for the first semester of the 1992-1993 school year, effective 1992 09 01 to 1993 01 31, subject to the 1989-90 Secondary School Collective Agreement.

(c) That approval be granted for the request of Edwin Prokop for a Leave of Absence under the Salary Holdback Plan ("Four Over Five") for the first semester of the 1993-1994 school year, effective 1993 09 01 to 1994 01 31, subject to the 1989-90 Secondary School Collective Agreement.

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URBAN/MUNICIPAL

FULL AGENDA

HAMILTON PUBLIC LIBRARY

MAY 8 1990

GOVERNMENT DOCUMENTS

A G E N D A

PERSONNEL & ORGANIZATION COMMITTEE

1990 05 03

Confirmation of the minutes of the last regular meeting of 1990 04 05.

GENERAL

NEW BUSINESS:

1. Recommendations of the Director of Education

Page 1 to 1A

ELEMENTARY/SECONDARY

NEW BUSINESS:

1. Recommendations of the Director of Education

Pages 2 to 7

I

Education Centre
100 Main Street West
Hamilton, Ontario
1990 05 03

To The Chairman and Members
Personnel & Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

GENERAL

I have the honour to present the following recommendations for your approval:

(a) That the resignation, for the purpose of retirement, of John E. Summers, Caretaking Staff, effective 1990 06 29, be accepted with regret and that the Board's gratuity be paid.

(b) That the resignation, for the purpose of retirement, of Olga Drobot, Cleaning Staff, effective 1990 06 29, be accepted with regret and that the Board's gratuity be paid.

(c) That the resignation, for the purpose of retirement, of Vera Godber, Cleaning Staff, effective 1990 06 29, be accepted with regret and that the Board's gratuity be paid.

(d) That the request of Joanne Kendall, Administrative Staff, for a Maternal Leave of Absence, effective 1990 06 04 to 1990 09 28, in accordance with the Employment Standards Act, be granted.

(e) That Linda Sproule-Jones, Administrative Staff, be returned from a Personal Leave of Absence, effective 1990 05 01.

(f) That Sandra Curran, Cleaning Staff, be returned from a Maternal Leave of Absence, effective 1990 05 07.

(g) That the request of Marguerite Edge, Program Leader - Staff Development, for an extension of her Personal Leave of Absence, effective 1990 09 01 to 1991 08 31, be granted.

Respectfully submitted,

K. A. Rielly,
Director of Education
and Secretary

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ADDED RECOMMENDATIONS

GENERAL

(a) That Eric Hipkiss be appointed to the position of Acting Co-ordinator, Special Education, for the period 1990 04 02 to 1990 06 29, with salary according to the salary schedule.

(b) That the appointment of Robert Adams, Co-ordinator, Special Education, be extended effective 1990 09 01 to 1993 08 31.

(c) That Joyce Ferguson be appointed to the position of Payroll Supervisor, Administrative Grade 13 (maximum \$51,009.00 per annum), with a one-year probationary period, effective 1990 07 16, with salary according to the salary schedule.

(d) That the resignation, for the purpose of retirement, of Jack Boutcher, Maintenance Staff, effective 1990 06 29, be accepted with regret and that the Board's gratuity be paid.

(e) That the resignation, for the purpose of retirement, of Eleanor Lennox from the position of Cook, Caretaking Staff, effective 1990 06 29, be accepted with regret and that the Board's gratuity be paid.

(f) That Marian Avery be confirmed in the position of Lunchroom Program Leader, effective 1990 03 20.

ADULT RECREATION

GENERAL

(a) That the highest be assigned to the position of Adult Recreation Director, effective 1950-51, to be 1950-51, with salary according to the salary schedule.

(b) That the assignment of Robert Adams, Jr. to the position of Adult Recreation Director, effective 1950-51, to be 1950-51.

(c) That the assignment be assigned to the position of Adult Recreation Director, effective 1950-51, to be 1950-51, with salary according to the salary schedule.

(d) That the assignment, for the position of Adult Recreation Director, effective 1950-51, to be 1950-51, with salary according to the salary schedule.

(e) That the assignment, for the position of Adult Recreation Director, effective 1950-51, to be 1950-51, with salary according to the salary schedule.

(f) That the assignment, for the position of Adult Recreation Director, effective 1950-51, to be 1950-51, with salary according to the salary schedule.

Education Centre
100 Main Street West
Hamilton, Ontario
1990 05 03

To The Chairman and Members
Personnel & Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

ELEMENTARY/SECONDARY

I have the honour to present the following recommendations for your approval:

(a) That the following teachers be appointed to the Probationary Staff, effective 1990 09 01, with salaries according to schedule:

Wendy Antonescul (E)	Melanie McPherson (E)
Biljana Arsovic (E)	Karen Mercer (E)
Denise Battilana (E)	Karen Millar (E)
Josee Bergeron (E)	Carol Moffatt (E)
Mark Berneche (E)	Monica Moran (E)
Kathy Bresnahan (E)	Erica Mosher (E)
Sharron Ciannavei (E)	Barbara Moskaluk (E)
Adrianne Cimba (E)	Cathrine Motolanez (E)
Maria Ciocca (E)	Gregory Motolanez (E)
Kathryn Cornett (E)	Suzanne Neville (E)
Susanna Costa-Popovich (E)	Theresa Olender (E)
Susan Crossgrove (E)	Sandra Patterson (E)
Lesley Dalgarno (E)	Theo Perry (E)
Jamie Diando (E)	Cynthia Philip (E)
Rose Esposito-Dicarolei (E)	Nancy Pierce (E)
Lisa Ewens (E)	Elaine Pilgrim (E)
Margaret Fong (E)	Margaret Plant (E)
Irene Gibb (E)	Sharon Rattray (E)
Loriann Graf (E)	Scott Read (E)
Alisa Greve (E)	Lynda Robertson (E)
Margaret Gyenge (E)	Antonieta Romano (E)
Janet Hartnett (E)	Angela Rossi (E)
John Hashimoto (E)	Sharon Runions (E)
Darlene Hawkes (E)	Cherilyn Saliccioli (E)
Douglas Ho (E)	Joan Samson (E)
William Hutchinson (E)	Scott Sincerbox (E)
Susan Jackson (E)	Judith Snyder (E)
Nancy Jacques (E)	Nanci Stringer (E)
Kathryn Kohler (E)	Madeleine Tanglao-Dwyer (E)
John Kozolanka (E)	David Thierry (E)
Lynn Krusto (E)	

Cynthia Lea (E)	Abe Vander Laan (E)
Bonnie Lounsbury (E)	Catherine Wallace (E)
Joanne Lovell (E)	Susan Ward (E)
Catherine Magowan (E)	Julie Warriner (E)
Sandra McCormick (E)	Roseanne Watt (E)
Rodney McHaffie (E)	Penny White (E)
Robert McManus (E)	Scott Whittington (E)

(b) That the following teachers be appointed to the Occasional Staff, effective as shown, with salaries according to schedule:

Barbara Blakemore, 1990 04 27 to 1990 06 29 (Elementary)
 Marjorie Cooke, 1990 03 19 to 1990 04 27 (.5) (Elementary)
 Florence Crozier, 1990 05 01 to 1990 06 29 (Elementary)
 Elaine Lintner, 1990 03 29 to 1990 06 29 (Elementary)
 Margaret Linton, 1990 05 01 to 1990 06 29 (Elementary)
 Laurie Miller, 1990 04 23 to 1990 06 29 (.5) (Elementary)
 Donna Moore, 1990 04 09 to 1990 06 29 (Elementary)
 Silloo Nazir, 1990 04 03 to further notice (Elementary)
 Susan Payne, 1990 04 30 to 1990 04 30 to 1990 06 22 (Elementary)
 Delia Palmer, 1990 05 31 to 1990 06 29 (Elementary)
 Patrick Quirk, 1990 05 01 to 1990 06 29 (Elementary)
 Maureen Selman, 1990 04 24 to 1990 06 08 (Elementary)
 Kathryn Tuite, 1990 04 30 to 1990 06 29 (Elementary)

(c) That Susan Moulton be appointed to the position of Community School Leader, Administrative Grade 10 (maximum \$38,053.00 per annum), with a one-year probationary period, effective 1990 06 04, with salary according to the salary schedule.

(d) That the effective dates of the appointment of Scott Sincerbox to the Occasional Staff, approved at the April Meeting, be changed to 1990 04 23 to 1990 06 29. (Elementary)

(e) That the resignations of the following teachers, who are retiring on superannuation, effective as shown, be accepted with regret and that the Board's gratuity be paid.

Phyllis E. J. Doyle, 1990 06 30 (Secondary)
 Elaine Harris, 1990 06 30 (Elementary)
 Harry Marshall, 1990 06 25 (Secondary)
 Joan McMann, 1990 06 30 (Elementary)
 June Salter, 1990 06 30 (Secondary)
 Roger Wilkinson, 1990 06 30 (Secondary)

(f) That the resignation of Brenda Clarke, effective 1990 08 31, be accepted with regret. (Secondary)

(g) That the resignation of Colleen A. Berlingieri, Community School Leader, effective 1990 04 20, be accepted with regret. (Elementary)

(h) That the resignation of Elaine S. Stewart, Educational Assistant Staff, effective 1990 04 09, be accepted with regret. (Elementary)

(i) That the request of the Ministry of Education for the secondment of Robert Moulton to serve as Education Officer, Curriculum Branch, effective 1990 05 14 to 1991 08 31, be granted. (Elementary)

(j) That the following teachers be promoted to the position of Acting Head of Department, effective 1990 09 01:

Barbara Jantzi (Business Education)
Dorothy Jolliffe (Geography)

(k) That the following teachers be promoted to the position of Acting Assistant Head, effective 1990 09 01:

Wolfgang Boggs (Technical)
Kristina Stasiulis (Business Education)

(l) That the requests of the following teachers for Maternal Leaves of Absence, effective as shown, be granted in accordance with conditions governing Maternal Leave:

Sharon Beesley, 1990 07 02 to 1990 10 26 (Elementary)
E. Elizabeth Lupton, 1990 07 06 to 1990 11 01 (Elementary)

(m) That the requests of the following teachers for Maternal Leaves of Absence, be granted in accordance with conditions governing Maternal Leave and that these Leaves be followed by Parental Leaves of Absence, effective as shown:

Yvonne Leegstra, 1990 09 01 to 1991 08 31 (Elementary)
Loriana Seibel, 1990 09 01 to 1991 08 31 (Elementary)
Margaret Walton, 1990 06 19 to 1991 08 31 (Secondary)
Sharon Zabrock, 1990 09 01 to 1991 08 31 (Elementary)

(n) That the requests of the following teachers for Personal Leaves of Absence, be granted, effective as shown:

Linda Stirling, 1990 09 01 to 1991 08 31 (Elementary)
Janet Verhaeghe, 1990 09 01 to 1991 08 31 (Elementary)
Michael Wilmot, 1990 09 01 to 1991 08 31 (Elementary)
Anne-Marie Wilson, 1991 02 01 to 1992 01 31 (Secondary)
Brenda Wisborg, 1990 05 08 to 1990 08 31 (Secondary)

(o) That the following teachers be returned from Leaves of Absence and assigned teaching duties, effective as shown:

Rein Ende, 1990 09 01 (.5) (Elementary)
Lori Kyle, 1990 05 28 (Elementary)
Susan Moreau, 1990 05 07 (Elementary)
Beverley Mulkewich, 1990 09 01 (Elementary)

(p) That the effective dates of the Maternal Leave of Absence granted to Pamela Peterson at the April Meeting be changed to 1990 04 18 to 1990 08 14. (Elementary)

(q) That the request of Kim McCulloch for an extension of his Leave of Absence in order to serve as Vice-President, Professional Services, O.S.S.T.F., effective 1990 09 01 to 1991 08 31, be granted. (Secondary)

(r) That the requests of the following teachers for extensions of their Personal Leaves of Absence, effective as shown, be granted:

Karen Baetz, 1990 09 01 to 1991 08 31 (Secondary)

Margaret Willett, 1990 06 01 to 1991 08 31 (Elementary)

(s) That the request of Patricia Bourque, School Social Worker, for an extension of her Personal Leave of Absence, effective 1990 09 01 to 1991 06 30, be granted.

(t) That the request of Norval Redpath for an extension of his Long Term Disability Leave of Absence, effective 1990 09 01, be granted. (Elementary)

Respectfully submitted,

K. A. Rielly,
Director of Education
and Secretary

rt

ADDED RECOMMENDATIONS

ELEMENTARY/SECONDARY

(u) That Jeff Wright be appointed to the position of Community School Leader, Administrative Grade 10 (maximum \$38,053.00 per annum), with a one-year probationary period, effective 1990 05 22, with salary according to the salary schedule.

(v) That the following teachers' names be added to clause (b):

Mary Bastasich, 1990 04 02 to further notice (Secondary)
John Brown, 1990 04 20 to 1990 06 29 (Elementary)
Barbara Eggert, 1990 04 02 to further notice (Elementary)
Leslie Francey, 1990 04 30 to 1990 06 29 (.5) (Elementary)
Scott Read, 1990 04 30 to 1990 06 29 (Elementary)
Eileen Scott, 1990 05 01 to 1990 06 29 (Elementary)
Robert Wiebe, 1990 04 10 to further notice (Elementary)

(w) That the following teachers' names be added to clause (e):

Leslie Bodo, 1990 06 30 (Secondary)
Rosemary Lutz, 1990 06 30 (Elementary)

(x) That the following teacher's name be added to clause (l):

Ann Cucuz, 1990 06 18 to 1990 10 12 (Elementary)

(y) That the following teachers' names be added to clause (m):

Barbara Dow Lam, 1990 06 20 to 1991 02 28 (Elementary)
Mary Legacy, 1990 09 04 to 1991 01 31 (Secondary)

(z) That the request of the Ministry of Education for the extension of the secondment of Erroll Ellis to the Independent Learning Centre, effective 1990 09 01 to 1991 08 31, be granted. (Secondary)

(aa) That the request of Patricia Nanayakkara for a Leave of Absence, in order to serve as H.W.T.A. President, effective 1990 09 01 to 1991 08 31, be granted. (Elementary)

(bb) That the following teachers' names be added to clause (n):

Linda Evans, 1990 09 01 to 1991 01 31 (Secondary)
Bruce Quinn, 1990 09 01 to 1991 08 31 (Elementary)

(cc) That the request of Karen Galer, Educational Assistant Staff, for a Personal Leave of Absence, effective 1990 09 04 to 1991 06 28, be approved.

(dd) That the request of Jim Douglas for a Leave of Absence, in order to serve as President, O.S.S.T.F., District 8, effective 1990 09 01 to 1991 08 31, be granted. (Secondary)

(ee) That the request of Gerry Price for an extension of his Leave of Absence in order to serve as Vice-President, O.S.S.T.F., District 8, effective 1990 09 01 to 1991 08 31, be granted. (Secondary)

(ff) That the request of Carl Ouellette for an extension of his Leave of Absence, in order to serve as Benefits Information Officer, O.S.S.T.F., District 8, effective 1990 09 01 to 1991 08 31 (full time), be granted. (Secondary)

(gg) That the following teachers' names be added to clause (o):

Linda Evans, 1990 06 04 (Secondary)

Robert Robinson, 1990 09 01 (Elementary)

(hh) That the request of Linda Evans to relinquish her position as Head of Department (Physical Education), effective 1990 09 01, be approved. (Secondary)

(ii) That approval be given to the loan of Ann Forbeck to the Department of National Defence, to teach in Europe, under the usual contract arrangement, for the period 1990 09 01 to 1992 08 31. (Elementary)

A G E N D APERSONNEL & ORGANIZATION COMMITTEE1990 06 14

URBAN MUNICIPAL

JUN 20 1990

GOVERNMENT DOCUMENTS

Confirmation of the minutes of the last regular meeting of 1990 05 03 and special meetings of 1990 04 19 and 1990 05 17.

missing
GENERAL

BUSINESS ARISING OUT OF THE MINUTES:

1. Review: Learning Resource Teacher (from June, 1989 P&O) (See Separate Package)
2. Report from Working Group re Trustee Remuneration (from January, 1990 P&O) Pages 1 to 4
3. Review: Travel Allowance Schedule (from October, 1989 P&O)

NEW BUSINESS:

1. Recommendations of the Director of Education Pages 5 to 6, Page 6A

ELEMENTARY/SECONDARYNEW BUSINESS:

1. Recommendations of the Director of Education Pages 7 to 12

Education Centre
Hamilton, Ontario
1990 06 14

To the Chairman and Members
Personnel & Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

Re: Report of the Working Group - Trustee Remuneration

At the January, 1990 meetings of the Personnel & Organization Committee and the Board, the following motion was approved:

"That the Chairman of the Personnel & Organization Committee establish a small working group consisting of three Trustees and the appropriate staff person/persons to review and make recommendations on Trustee Remuneration, including but not limited to:

Trustee Honorarium; Trustee Travel Allowance; Trustee Personnel Training; Trustee Group Benefit Plan; Trustee Services."

As a result of discussions by the "Working Group" consisting of Trustees Detwiler, Hicks, Korz, Penner; Messrs. Rielly, Kawai, Shewfelt, Sinclair and Ms. Rogers, the following recommendations are being presented for consideration:

TRUSTEE ALLOWANCE (HONORARIUM)

The following motion was adopted at the July, 1987 meeting of the Board and amended in 1989:

"That effective 1988 12 01, the honoraria for the trustees of the Board of Education for the City of Hamilton be increased to \$11,000 per annum; and that the Chairman of the Board's honorarium be increased to \$16,500 per annum for each of the two succeeding years, these honoraria to be increased/decreased by the annual change in the Canadian Consumer Price Index, yearly at the December meeting of the new Board."

(Effective 1989 12 01, the allowance was increased to \$11,600 for trustees and \$17,300 for the Chairman of the Board.)

It is recommended:

"That effective 1990 07 01, the allowance for the trustees and the Chairman of the Board of Education for the City of Hamilton be increased/decreased yearly, effective the month of December, by the annual percentage change in the October Canadian Consumer Price Index."

TRAVEL ALLOWANCE

The following motion was approved at Budget Review, 1986 03 17:

"That the following be included in the 1986 Budget:

An annual allowance of \$1,150 per trustee with respect to the travel of a member of the Board to and from his residence to attend a meeting of the Board, or a committee thereof, that is held within the area of jurisdiction of the Board."

(This allowance was established by the Budget Review Committee in 1985, effective 1985 05 01.)

It is recommended:

(a) That the present annual Travel Allowance of \$1,150 be reviewed by the officials as part of the review of Travel Allowances for staff which is to be reported to the Board prior to 1990 06 30.

(b) That when a trustee is authorized by the Board, or the Chairman of the Board, to travel outside the City to attend a meeting (other than for Personnel Training - conventions, conferences, workshops and seminars) the trustee's travel expenses shall be reimbursed at the lesser of:

- (i) casual mileage reimbursement rate applying to Board staff (presently 40 cents per mile/24.8 cents per km);
- (ii) actual travel expenses.

NOTE: This provision shall not apply to a trustee attending a Personnel Training activity - convention, conference, workshop or seminar.

PERSONNEL TRAINING (CONVENTIONS, CONFERENCES, WORKSHOPS and SEMINARS)

In June, 1983, the Board approved Regulations Governing Attendance at Conventions effective 1983 12 01:

".a trustee, French Language member or appointee (Special Education Advisory Committee) may attend conferences and conventions with the subsidy of the Board. This subsidy shall be determined by dividing equally among all trustees the amount budgeted by the Board for trustee conferences. Similarly, the subsidy of the Board for French Language members and appointees shall be determined by dividing equally among each group the amount budgeted by the Board for conferences pertaining to the committees concerned.

.a trustee, French Language member or appointee (Special Education Advisory Committee) who is delegated by the Board to attend a convention or conference or is a participant on the program of a convention or conference shall receive expenses according to policy and this amount shall not be counted as part of the regular Board subsidy."

[NOTE: (i) For Personnel Training (conventions, conferences, workshops, seminars), a trustee is allocated \$1260 per year.

(ii) This amount is to cover the cost of hotel rooms, meals, transportation, etc.

(iii) The cost of registration is in addition to the \$1260 and is paid for by the Board.]

The members of the Working Group were unable to reach a consensus on a recommendation for Personnel Training (Conventions, Conferences, Workshops and Seminars). The trustees agreed, therefore, that the following three options be referred to the Personnel & Organization Committee for consideration:

. that there be no change to the present policy for Trustee Personnel Training.

OR

. that in order to reduce budget costs, the remaining funds available for Personnel Training (Conventions, Conferences, Workshops and Seminars) be deleted from the budget.

OR

. that the cost of trustee services and meals be charged, on an individual basis, to the Personnel Training allocation of \$1,260 per year, per trustee.

NOTE: The Working Group addressed the question of accumulation of unused Personnel Training funds and is recommending no provision for the accumulation of unused Personnel Training funds from one year to the next.

GROUP BENEFIT PACKAGE

At the July, 1989 meetings of the Personnel & Organization Committee and the Board, the members agreed:

"That effective 1989 09 01, the Hamilton Board offer a benefit package consisting of Semi-Private Hospital Care, Extended Health Plan, Dental Plan and Group Life Policy, at group rates, to elected members of the Board who wish coverage. The cost of the benefit package shall be borne by the elected members and shall remain in effect while the member serves on the Board up until age 65."

It is recommended:

That the present arrangements covering a trustee's access to the Board's Benefit Plans, at the member's own cost, be continued.

TRUSTEE SERVICES

Trustee Services are provided by two departments within the Board.

The Office of the Secretary (Minute Room) provides secretarial services related to Board and committee meetings such as agenda development, minutes, distribution of materials, etc. The Minute Room also delivers mail to trustees' lockers. Requests for services from the Office of the Secretary are to be directed to the Assistant to the Secretary of the Board.

The Administrative Services Department provides clerical services to trustees which include typing, printing, filing, mailing, facsimile services and telephone communications. Registration, accommodation and transportation arrangements for conferences and conventions are made through Administrative Services. Requests for clerical services from Administrative Services are to be made through the Supervisor of Administrative Services.

Generally, any trustee requests related to Board business will be performed free of charge. Response time will be determined at the time of request and will depend on the size and complexity of the request as well as other operational priorities in the department.

Requests for services not related to Board business may be performed subject to operational requirements and trustees will be billed for the direct expenses which are incurred, e.g. postage, long distance fax charges, minimum two cents per reproduced page, etc.

The types of requests classified as Board business include: correspondence or information to:

- .other school boards;
- .organizations related to the administration of education (e.g. provincial ministries, trustee associations, universities, colleges);
- .schools within the system;
- .other trustees;
- .officials.

Requests not classified as Board business are items such as newsletters, announcements to a trustee's constituents, etc.

If trustees have any question regarding a request for services, it is the role of the Chairman of the Board to provide clarification and/or approval.

It is recommended:

That the current practice remain unchanged.

NOTE: This recommendation did not receive the unanimous approval of the Working Group.

RECOMMENDATION

That the Report of the Working Group established to review and make recommendations on Trustee Remuneration be approved.

Prepared and Submitted by: The Working Group

Approved by: K. A. Rielly, Director of Education and Secretary

Education Centre
100 Main Street West
Hamilton, Ontario
1990 06 14

To The Chairman and Members
Personnel & Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

GENERAL

I have the honour to present the following recommendations for your approval:

(a) That the appointment of Joseph Trovato, Behaviour Management Consultant, Psychological Services, be extended effective 1990 09 01 to 1991 06 30.

(b) That the appointment of Eric Hipkiss as Special Education Consultant be extended, effective 1990 09 01 to 1991 08 31.

(c) That the resignation, for the purpose of retirement, of Marguerite Edge, Program Leader - Staff Development, effective 1990 08 31, be accepted with regret and that the Board's gratuity be paid.

(d) That the resignation, for the purpose of retirement, of Harry Greenwood, Caretaking Staff, effective 1990 10 31, be accepted with regret and that the Board's gratuity be paid.

(e) That the resignation, for the purpose of retirement, of Amelia Stasila, Cleaning Staff, effective 1990 06 29, be accepted with regret and that the Board's gratuity be paid.

(f) That the resignation of Lillian M. Garbett, Cleaning Staff, effective 1990 06 29, be accepted with regret.

(g) That the resignation of Eileen V. Gilvear, Cleaning Staff, effective 1990 05 17, be accepted with regret.

(h) That the request of Robert Philip for an extension of his secondment to the Industry Education Council, effective 1990 09 01 to 1991 08 31, be approved.

(i) That Edward Schumaker be confirmed in the position of Buyer, Purchasing Department effective 1990 04 21.

(j) That Glenn Miller be confirmed in the position of Accounts Payable Supervisor effective 1990 05 22.

(k) That the request of Della Knowles, Administrative Staff (non-union), for a Maternal Leave of Absence, effective 1990 07 30 to 1990 11 23, be granted in accordance with the Employment Standards Act.

(l) That the request of Elizabeth Belisario, Speech-Language Pathologist, for a Parental Leave of Absence, effective 1990 05 28 to 1990 06 29, be granted.

(m) That the request of Leslie Ferguson, Administrative Staff (non-union), for a Personal Leave of Absence, effective 1990 08 20 to 1991 06 14, be granted.

Respectfully submitted,

K. A. Rielly,
Director of Education
and Secretary

rt

ADDED RECOMMENDATIONS

GENERAL

(n) That Hubert Bluschke, Caretaking and Maintenance Staff, be appointed to the position of Supervisor of Maintenance, Plant Department (Administrative Grade 13 - maximum salary \$51,009.00 per annum), with a one-year probationary period, effective 1990 06 25, with salary according to schedule.

(o) That Robert Brownridge, Caretaking and Maintenance Staff, be appointed to the position of Foreman (General Maintenance), Plant Department (Administrative Grade 10 - maximum salary \$38,053.00 per annum), with a one-year probationary period, effective 1990 09 04, with salary according to schedule.

(p) That Mark Bottrell, Caretaking and Maintenance Staff, be appointed to the position of Secondary School Foreman (Administrative Grade 10 - maximum salary \$38,053.00 per annum), with a one-year probationary period, effective 1990 06 25, with salary according to schedule.

(q) That the appointment, on a temporary basis, of Isaac Barnett to the position of Equipment Repair Technician II (Administrative Grade 8 - maximum salary \$31,682.00 per annum), approved at the September meeting of the Board, be extended, effective from 1990 07 02 to 1990 08 31, at no cost to the Board. (Westmount 1990 Project)

(r) That Jeffrey Nichol be appointed to the position of Acting Consultant (Outdoor/Environmental Education), for a three-year term, effective 1990 09 01, with salary according to schedule.

(s) That Gary Gibson be appointed to the position of Acting Consultant (Media in Education), for a three-year term, effective 1990 09 01, with salary according to schedule.

(t) That Giselle Whyte be appointed to the position of Acting Consultant (Partners in Action), for a three-year term, effective 1990 09 01, with salary according to schedule.

(u) That Wendie Scott be appointed to the position of Rentals Clerk, Probationary Administrative Staff (non-union) (Grade 6, maximum salary \$28,152.00 per annum), effective 1990 07 02, with salary according to schedule.

(v) That the resignation, for the purpose of retirement, of May Mitchell, Cleaning Staff, effective 1990 12 21, be accepted with regret and that the Board's gratuity be paid.

(w) That the effective dates of the Maternal Leave of Absence granted to Linda Sheppard, Administrative Staff (non-union), at the April meeting, be changed to 1990 05 31 to 1990 09 27.

THE UNITED STATES OF AMERICA
DO hereby certify that the following is a true and correct copy of the original as the same appears in the records of the Department of the Interior.

That the following is a true and correct copy of the original as the same appears in the records of the Department of the Interior.

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That the following is a true and correct copy of the original as the same appears in the records of the Department of the Interior.

Education Centre
100 Main Street West
Hamilton, Ontario
1990 06 14

To The Chairman and Members
Personnel & Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

ELEMENTARY/SECONDARY

I have the honour to present the following recommendations for your approval:

(a) That the following teachers be appointed to the Probationary Staff, effective 1990 09 01, with salaries according to schedule:

Gary Deveau (Secondary)	Garry Moore (Secondary)
Glenda Lee Dezell (Secondary)	Mary Jane Murray (Secondary)
Hans Eckart (Secondary)	Gregg Paterson (Secondary)
Ruth Fisher (Secondary)	James Pirrie (Secondary)
Heather Gilbank (Secondary)	Marion Spino (Secondary)
Brian Grieg (Secondary)	Wayne Teicht (Secondary)
Heather Kane (Elementary)	Brenda Uchimaru (Secondary)
Stephen Lees (Secondary)	Paul Zablocki (Secondary)

(b) That the following teachers be appointed to the Occasional Staff, effective as shown, with salaries according to schedule:

Patricia Adam, 1990 03 28 to further notice (.7) (Elementary)
Denise Battilana, 1990 05 16 to further notice (.5) (Elementary)
John Bland, 1990 05 07 to 1990 06 29 (Elementary)
Bibiana Correa, 1990 05 01 to further notice (Elementary)
Chris Friesen, 1995 05 07 to 1990 06 29 (1/3) (Secondary)
Lynn Krusto, 1990 05 28 to 1990 06 26 (Secondary)
Sandra Leibo, 1990 05 14 to 1990 06 29 (Elementary)
Bruce Maraccini, 1990 04 18 to further notice (Secondary)
Laurie Miller, 1990 02 15 to 1990 04 18 (.5) (Elementary)
Lynda Robertson, 1990 05 07 to 1990 06 29 (Elementary)

(c) That the following teachers be re-appointed to their Acting Positions of Responsibility, effective 1990 09 01, with salary according to schedule:

Robert Herd (Acting Head of Department - Mathematics)
Rosemary Miller (Acting Assistant Head - Mathematics)

(d) That the following teachers be re-appointed to the Probationary Staff, effective 1990 09 01, with salaries according to schedule:

Marilyn Brown (Secondary)
Michelle Friesen (Elementary)
Shirley MacDougall (Elementary)

(e) That the resignation of Katherine Coltart, Principal, who is retiring on superannuation, effective 1990 06 30, be accepted with regret and that the Board's gratuity be paid. (Secondary)

(f) That the resignation, for the purpose of retirement, of Vivian Fraser from the position of Educational Assistant, effective 1990 06 29, be accepted with regret and that the Board's gratuity be paid. (Elementary)

(g) That the resignation of the following teachers, who are retiring on superannuation, effective 1990 06 30, be accepted with regret and that the Board's gratuity be paid:

T. Allan Crawford (Elementary)
Arden Garrity (Elementary)
Diane G. MacSavaney (Secondary)
Adriaan Mak (Secondary)

(h) That the resignation of Russell McCrory, teacher, who is retiring on disability superannuation, effective 1990 06 25, be accepted with regret. (Secondary)

(i) That the resignations of the following teachers, effective 1990 08 31, be accepted with regret:

Mitchell Allibone (Secondary)
Brian Burditt (Elementary)
Leslie Casson (Secondary)
Gary Compton (Elementary)
Leanne Mackenzie (Secondary)
Corinne McLaughlin (Elementary)
Alyth Mutart (Elementary)
Sharon Paterson (Elementary)
Catherine Renaud (Secondary)
Linda Spratt (Elementary)
Susan Stringer (Elementary)
Phyllis Sumpter (Elementary)

(j) That the resignation of Jennifer S. Long, Social Worker, effective 1990 06 01, be accepted with regret. (Elementary)

(k) That the resignation of Sandra C. Bielby from the position of Educational Assistant, effective 1990 06 30, be accepted with regret. (Elementary)

(l) That the resignation of Linda Matthews from the position of Educational Assistant, effective 1990 06 28, be accepted with regret. (Elementary)

(m) That the resignation of Margaret H. Melton, Administrative Staff (non-union), effective 1990 06 29, be accepted with regret. (Elementary)

(n) That the request of John Dunn to relinquish his position as Head of Department (Mathematics) and return to his position as Assistant Head of Department (Mathematics), effective 1990 09 01 to 1991 08 31.

(o) That the requests of the following teachers to relinquish their positions of responsibility, effective 1990 09 01, be granted:

Sandra Flegg (Assistant Department Head - English)
Stephanie King (Vocational Assistant to the Principal)

(p) That the requests of the following teachers to relinquish their positions of responsibility for one year, effective 1990 09 01 to 1991 08 31, be granted:

Arthur Joose (Assistant Head of Department - Guidance)
Heather Van Fleet (Head of Department - Girls' Physical and Health Education)

(q) That James Reiser be promoted to the temporary position of Head of Department (Technical), effective 1990 09 01 to 1991 01 31, with salary according to schedule.

(r) That Janis Leyzer be promoted to the position of Acting Head of Department (Girls' Physical and Health Education), effective 1990 09 01, with salary according to schedule.

(s) That the following teachers be promoted to the position of Acting Assistant Head of Department, effective 1990 09 01, with salaries according to schedule:

Sebastian Cino (Guidance)
Lloyd Rush (Technical)

(t) That Mary Sikish be promoted to the position of Elementary School Secretary, Administrative Staff (non-union) (Grade 7, maximum salary \$29,917.00 per annum), effective 1990 08 20, with salary according to schedule.

(u) That the requests of the following teachers for Maternal Leaves of Absence, effective as shown, be granted in accordance with conditions governing Maternal Leave:

Kimberley Carlsen, 1990 09 17 to 1990 12 31 (Elementary)
Miriam Janssen, 1990 09 04 to 1991 12 31 (Elementary)
Janet Jessop, 1990 08 20 to 1990 12 14 (Elementary)
Deborah Ondercin-Bourne, 1990 09 04 to 1990 12 31 (Elementary)
Donna Prystie, 1990 09 01 to 1991 01 11 (Secondary)
Susann Speakman-Carlash, 1990 10 15 to 1991 01 31 (Secondary)
Lindsey Zablocki, 1990 10 01 to 1991 01 25 (Elementary)

(v) That the request of Maria Hruska for a Maternal Leave of Absence, effective 1990 05 28 to 1990 09 21, be granted in accordance with conditions governing Maternal Leave and that this Leave be followed by Personal Leaves of Absence, effective 1990 09 24 to 1991 08 31. (Secondary)

(w) That the request of Charmaine Hanley, Educational Assistant Staff, for a Maternal Leave of Absence, effective 1990 05 01 to 1990 10 29, in accordance with the Employment Standards Act, be granted.

(x) That the request Nancy Jones for an Adoption Leave of Absence, effective 1990 05 28 to 1990 08 31, be granted. (Elementary)

(y) That the request of Rein Ende for a Leave of Absence, in order to serve as President of the Hamilton Teachers' Federation and the Ontario Public School Teachers' Federation, Hamilton District, effective 1990 09 01 to 1991 08 31, be granted. (Elementary)

(z) That the requests of the following teachers for Personal Leaves of Absence, effective as shown, be granted:

Elizabeth D'Angelo, 1990 09 01 to 1991 08 31 (Elementary)

Victoria Goettler, 1990 09 01 to 1991 08 31 (Elementary)

Brigitte Kurtz, 1990 09 04 to 1990 12 31 (Elementary)

Judy Lampman, 1990 05 14 to 1991 08 31 (Elementary)

Arthur Sebastian, 1991 02 01 to 1991 08 31 (Secondary)

Barbara Tkach, 1990 09 01 to 1991 08 31 (Secondary)

(aa) That the request of Wanda Bailey for an extension of her Leave of Absence to serve as the Economic Policy Chairperson for the Hamilton Teachers' Federation, effective 1990 09 01 to 1991 08 31, be granted. (Elementary)

(bb) That the request of Susan Clements for an extension of her Personal Leave of Absence, effective 1990 09 01 to 1991 08 31, be granted. (Elementary)

(cc) That the requests of the following teachers for extensions of their Long Term Disability Leaves of Absence, effective 1990 09 01, be granted:

Margaret Ainsworth (Elementary)

Mary Law (Elementary)

(dd) That the following teachers be returned from Leave of Absence and assigned teaching duties, effective as shown:

David C. Allen, 1990 09 01 (Secondary)

Leanne Mackenzie, 1990 06 18 (Secondary)

Glenn Stewart, 1990 09 01 (Secondary)

(ee) That an exchange between Kathryn Pawlasek (Hamilton Board) and Margaret Wolchak (Ministry of Education) be extended for a one year period, effective 1990 09 01 to 1991 08 31. (Elementary)

Respectfully submitted,

K. A. Rielly,
Director of Education
and Secretary

rt

Education Centre
100 Main Street West
Hamilton, Ontario
1990 07 12

To The Chairman and Members
Personnel & Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

GENERAL

I have the honour to present the following recommendations for your approval:

(a) That Dr. Marie Bountrogianni be appointed to the position of Psychological Consultant (.5), with a one-year probationary period, effective 1990 09 01, with salary according to the Collective Agreement. (10-month employment) Replacement

(b) That Jo-Ann Reitzel be appointed to the position of Psychological Consultant (.5), for a one-year term, effective 1990 09 01 to 1991 06 30, with salary according to the Collective Agreement. Replacement

(c) That Doreen Vella be appointed to the position of Psychological Consultant, for a one-year term, effective 1990 09 01 to 1991 06 30, with salary according to the Collective Agreement. Replacement

(d) That Isaac Barnett be appointed to the position of Equipment Repair Technician II (Administrative Grade 8 - maximum salary \$31,682.00 per annum), on a temporary basis, effective 1990 09 01 to 1991 06 30, with salary according to the salary schedule, at no cost to the Board. (Westmount 1990 Project)

(e) That Maria McDonagh be appointed to the position of Adjustment Clerk-Typist, Probationary Administrative Staff (Grade 3, maximum salary \$24,551.00 per annum), effective 1990 07 02, with salary according to the salary schedule. Replacement

(f) That the resignation, for the purpose of retirement, of Shirley Dokter, Cleaning Staff, effective 1990 11 23, be accepted with regret and that the Board's gratuity be paid.

(g) That the resignation, for the purpose of retirement, of Audrey Kaulback, Cleaning Staff, effective 1990 06 30, be accepted with regret and that the Board's gratuity be paid.

(h) That the resignation, for the purpose of retirement, of Iride Pinelli, Cleaning Staff, effective 1990 06 30, be accepted with regret and that the Board's gratuity be paid.

(i) That the resignation, for the purpose of retirement, of Margaret Smith from the position of Cook, effective 1990 06 29, be accepted with regret and that the Board's gratuity be paid.

(j) That Casey Denton be promoted to the position of Accounts Payable Clerk, Probationary Administrative Staff (Grade 6, maximum salary \$28,152.00 per annum), effective 1990 08 13, with salary according to the salary schedule. Replacement

(k) That Linda Clinton, Cleaning Staff, be promoted to the position of Assistant Caretaker, Probationary Caretaking and Maintenance Staff, effective 1990 04 02, with wage rate according to the Collective Agreement. Replacement

(l) That the appointment of Brian Seamans, Consultant (Section 27 Programs), be extended effective 1990 09 01 to 1991 06 30, with salary according to the salary schedule.

(m) That the request of Dr. Colin Pryor, Chief Psychologist, for an extension of his Personal Leave of Absence, effective 1990 09 01 to 1991 08 31, be granted.

(n) That the employment schedule for Lois Campbell, Psychological Consultant, be decreased from full time to .5, effective 1990 09 01. (10-month employment)

(o) That the employment schedule for Gael MacPherson, Psychological Consultant, be increased from .7 to .8, effective 1990 09 01. (10-month employment)

(p) We regret to announce the death of Nicolo Randazzo, Caretaking Staff, on 1990 06 13.

Respectfully submitted,

K. A. Rielly,
Director of Education
and Secretary

rt

ADDED RECOMMENDATIONSGENERAL

(q) That the following Continuing Education teachers be appointed to the Summer School Staff, effective 1990 07 04 to 1990 08 02, with salary according to the Summer School salary schedule:

Teachers

Zina Amey
Laurie Abel
Kim Andrews
Mary Arnold
Georges Augustin
Patricia Barlas
Wanda Bielak-Montemurro
Anthony Black
Catherine Bota
Evelyn Brown
Jonathan Brown
Terry Carroll
Tim Chatterton
Douglas Clarke
Wendy Cole
Carrie Collins
William Cook
Mark Coull
Terri Crewson
Ross Davidson
Donna Day
Patricia Dececchi
Robert DeHaan
Alberto DiPietro
Madiha Dokainish
Terry Ducarme
Brendan Dunne
Rick Earle
Bryan Ferroni
Jodi Formosi
Eleanor Gallaughier
James Hand
Marjatta Hatinen
Dennis Haynes
Brian Henderson
Paul Hitchcock
Jean Hughes
Ken Jackett
Denise Jalbert
Alan Jones
Karen Kasik
Russell Kempling
Mary Kestell

Alex MacFarlane
Brian MacLean
Janet MacLeod
Malcolm MacPhee
Carl Maida
Robert Marquis
Robert McIvor
Dave McKay
Chris Minnick
Louise Morrissey
Larry Murphy
Norman Murray
Rhonda Neale
Hudson Noel
Gary Nolan
Jackie Norris
Mark Novakovic
Douglas Otter
Walter Parsons
Don Pente
Gord Phillips
Larry Pitz
Laima Pohl
Michelyn Putignano
Marilyn Richter
Ken Robinson
Anil Rohatgi
Brian Ryder
Richard Sauve
Merv Sergeant
John Sharp
George Simpson
Robert Simpson
Gord Sloan
Wendy Spademan
Mark Strobl
William Summer
Basdeo Surat
Matthew Sween
Elizabeth Unruh
Theo Vandeputte
Robert Wallace
Nelly Wong

Subject Co-ordinators

Ted Cole
Dale Howlett
Jeff Nichol

Librarians

Ron Crawford
George Moore

Co-Principals

Barry Coombe
Nora Crawford
John DiLiberto
Dennis Griffin
Ron Halmos
William MacPherson
Walt Michalsky
Betty Rolland
Lou Tipoulow

Lynn Kristo
Marvin Kuehn
Lawrence Kwitco
Mel LaForme
Mary Legacy

Al Woytasik
Scott Yager

(r) That J. James McCaughey be appointed to the position of Program Leader - Staff Development, for a five-year term, effective from 1990 09 01 to 1995 08 31, with salary according to the salary schedule. Replacement

(s) That Gayle DeJager be appointed to the position of Secretary, Lunchroom Program/Curriculum, Probationary Administrative Staff (Grade 5, maximum salary \$26,122.00 per annum), effective 1990 08 20, with salary according to the salary schedule. Replacement

(t) That the resignation of Sheryn E. Ricker from the position of Psychological Consultant (.4) - Area 4, effective 1990 06 30, be accepted with regret.

1990 06 14

ELEMENTARY/SECONDARY

(vv) That Kenneth Griffin be appointed to the position of Acting Junior Consultant - Area 2, for a three year term, effective 1990 09 01, with salary according to schedule.

(vi) That the name Carol Ann Harding (f) be removed from class (b).

(vii) That the following teacher's name be added to class (a).

Carol Ann Harding (f)

(viii) That the following Educational Assistant's name be added to class (b).

(b)

Sharon N. Crockett

(ix) That Marjorie Wilson be promoted to the position of Elementary School Secretary, Administrative Staff (Grade 5, maximum salary \$11,851.00 per annum), effective 1990 06 14, with salary according to the salary schedule.

(x) That the following teacher's name be added to class (a).

Terry Davis

Robert Hayes

(xi) That the following teacher's name be added to class (a).

Barbara Reed

(xii) That the following teacher's name be added to class (a).

Patricia Grant

(xiii) That the employment schedule for Bill Elliott Barker, School Security Worker, be changed from A to full time, effective 1990 06 14, (10-month employment).

(xiv) That class (a) be deleted.

(xv) That the appointment of John Paul Arnold to the Positionary Staff be changed to a full-time assignment (5 Elementary, 5 Secondary).

MEMORANDUM

TO: The National Security Council
FROM: The Joint Chiefs of Staff
SUBJECT: [Illegible]

[Illegible text block]

ADDED RECOMMENDATIONS

ELEMENTARY/SECONDARY

(aa) That the name Carol-Ann Harding (S) be removed from clause (c).

(bb) That the following teacher's name be added to clause (g):

Carol-Ann Harding (S)

(cc) That the following Educational Assistant's name be added to clause (h):

Sharon N. Crechiola

(dd) That Marilyn Wilson be promoted to the position of Elementary School Secretary, Administrative Staff (Grade 8, maximum salary \$31,682.00 per annum), effective 1990 08 20, with salary according to the salary schedule.
Replacement

(ee) That the following teachers' names be added to clause (m):

Terry Carroll
Robert Hazell

(ff) That the following teacher's name be added to clause (o):

Dorothy Borsi

(gg) That the following teacher's name be added to clause (p):

Patricia Gionet

(hh) That the employment schedule for Gail Glenny-Burke, School Social Worker, be increased from .5 to full time, effective 1990 09 01. (10-month employment)

(ii) That clause (u) be deleted.

(jj) That the appointment of John Paul Szarak to the Probationary Staff in clause (a) be changed to a full-time assignment (.5 Elementary, .5 Secondary).

OFFICE OF THE ATTORNEY GENERAL
STATE OF NEW YORK

(a) That the above-named person is a resident of this State;

(b) That the above-named person is a resident of this State;

(c) That the above-named person is a resident of this State;

(d) That the above-named person is a resident of this State;

(e) That the above-named person is a resident of this State;

(f) That the above-named person is a resident of this State;

(g) That the above-named person is a resident of this State;

(h) That the above-named person is a resident of this State;

(i) That the above-named person is a resident of this State;

(j) That the above-named person is a resident of this State;

(k) That the above-named person is a resident of this State;

(l) That the above-named person is a resident of this State;

(m) That the above-named person is a resident of this State;

(n) That the above-named person is a resident of this State;

(o) That the above-named person is a resident of this State;

(p) That the above-named person is a resident of this State;

REQUESTS FOR FOUR OVER FIVE PLAN

That the following requests for the "Four Over Five Plan" be approved:

(a) That approval be granted for the request of Beryl Burgoyne for a Leave of Absence under the Salary Holdback Plan ("Four Over Five") of the Secondary School Collective Agreement for the second semester of the 1992-93 school year, effective 1993 02 01 to 1993 06 30.

(b) That approval be granted for the request of Joseph Hammill for a Leave of Absence under the Salary Holdback Plan ("Four Over Five") of the Secondary School Collective Agreement for the second semester of the 1992-93 school year, effective 1993 02 01 to 1993 06 30.

(c) That approval be granted for the request of Elaine Smith for a Leave of Absence under the Salary Holdback Plan ("Four Over Five") of the Secondary School Collective Agreement for the first semester of the 1992-93 school year, effective 1992 09 01 to 1993 01 31.

(d) That approval be granted for the request of David Wagg for a Leave of Absence under the Salary Holdback Plan ("Four Over Five") of the Elementary School Collective Agreement for the 1994-95 school year, effective 1994 09 01 to 1995 08 31.

(e) That approval be granted for the request of Wendy Wagg for a Leave of Absence under the Salary Holdback Plan ("Four Over Five") of the Elementary School Collective Agreement for the 1994-95 school year, effective 1994 09 01 to 1995 08 31.

(f) That approval be granted for the request of Katherine Conway for a Leave of Absence under the Salary Holdback Plan ("Four Over Five") of the Elementary School Collective Agreement for the 1995-96 school year, effective 1995 09 01 to 1996 08 31.

REVIEW OF THE 1985-86 YEAR

That the following results for the 1985-86 Year have been achieved:

(1) The following is a summary of the results of the 1985-86 Year in the various areas of the Department of Education, as compared with the 1984-85 Year. The results are given in the following table, which is a summary of the results of the 1985-86 Year, as compared with the 1984-85 Year.

(2) The following is a summary of the results of the 1985-86 Year in the various areas of the Department of Education, as compared with the 1984-85 Year. The results are given in the following table, which is a summary of the results of the 1985-86 Year, as compared with the 1984-85 Year.

(3) The following is a summary of the results of the 1985-86 Year in the various areas of the Department of Education, as compared with the 1984-85 Year. The results are given in the following table, which is a summary of the results of the 1985-86 Year, as compared with the 1984-85 Year.

(4) The following is a summary of the results of the 1985-86 Year in the various areas of the Department of Education, as compared with the 1984-85 Year. The results are given in the following table, which is a summary of the results of the 1985-86 Year, as compared with the 1984-85 Year.

(5) The following is a summary of the results of the 1985-86 Year in the various areas of the Department of Education, as compared with the 1984-85 Year. The results are given in the following table, which is a summary of the results of the 1985-86 Year, as compared with the 1984-85 Year.

(6) The following is a summary of the results of the 1985-86 Year in the various areas of the Department of Education, as compared with the 1984-85 Year. The results are given in the following table, which is a summary of the results of the 1985-86 Year, as compared with the 1984-85 Year.

THE BOARD OF EDUCATION FOR THE CITY OF HAMILTON



100 MAIN STREET WEST, P.O. BOX 2558
HAMILTON, ONTARIO, CAN. L8N 3L1

TELEPHONE (416) 527-5092

FAX 521-2536

URBAN MUNICIPAL
JUN 18 1991
GOVERNMENT DOCUMENTS

1990 06 07

Review:
Learning Resource Teacher
Elementary/Secondary

To The Chairman & Members
Personnel & Organization Committee
Board of Education for the City of Hamilton
Hamilton, Ontario

re: Learning Resource Teacher,
Role Review (Elementary/Secondary)

Committee Members

Recommendation:

That this report be received for information and referred to
Senior Management for further study and financial implications
for the 1991 Budget.

A. Allen (Chairman, Elementary L.R.T. Committee)
B. Smith (Chairman, Secondary L.R.T. Committee)

Prepared and Submitted by:

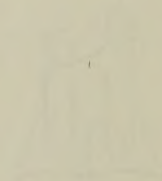
J. M. Yurkiw
E. Wiens
Nancy Smith (Elementary)
Paul Smith (Secondary)

Approved by:

K. A. Rielly,
Director of Education
Secretary to the Board

May 10, 1990

JMY/pgb
Encl.



OFFICE OF THE CLERK OF THE BOARD
CITY OF HAMILTON

1000 NO. 10

To The Chairman & Members
of the Board of Commissioners
for the City of Hamilton
Hamilton, Ontario

Dear Sirs: I have the honor to acknowledge
the receipt of your letter of the 10th inst.

in relation to the above.

That this report be received for information and referred to
the proper department for further study and financial implications
on the 1971 Budget.

Approved by:
H. A. Bell
Director of Finance
Secretary to the Board

Proposed and Submitted by:
J. M. Smith
E. Smith
Harry Smith (Chairman)
Paul Smith (Secretary)

LMY:ash
BCL

Review: Learning Resource Teacher Elementary/Secondary

Committee Members:

R. Adams
D. Allen
W. Bailey
M. Bountrogianni
W. Elgie
T. Ophoven
A. Scott
N. Smith (Chairman, Elementary L.R.T. Committee)
P. Smith (Chairman, Secondary L.R.T. Committee)
J. Volterman
E. Wiens
J. Yurkiw - Chairman

May 10, 1990

Review: Learning Resource Teacher Elementary/Secondary

Contributors:

R. Adams
D. Allen
W. Bailey
M. Bouslogian
W. Elton
T. Gopher
A. Scott
M. Smith (Chairman, Elementary L.R.T. Committee)
P. Smith (Chairman, Secondary L.R.T. Committee)
J. Volkmann
E. Voss
J. Yarbrough - Chairman

ROLE DESCRIPTION

LEARNING RESOURCE TEACHER (ELEMENTARY)

PREAMBLE

A memo directed to Personnel and Organization, June 1989 by Trustee Bishop (see Appendix A) indicated a number of concerns related to the role of the Learning Resource Teacher. In response to this request, Senior Management directed the Assistant Superintendent of Special & Educational Services to establish a Committee to examine the role of the L.R.T. The following report is a result of a collaborative review of the current L.R.T. role and responsibilities.

Input was provided by L.R.T. working committees, elementary, secondary as well as invited presenters. Special thanks to Ron Kennedy and Margurite Kula for their participation.

PREAMBLE

A memo directed to Personnel and Compensation, dated 1989 by Justice Bishop (see Appendix A) indicated a number of concerns related to the role of the Learning Resources Center in response to the request for a management plan. The Assistant Superintendent of Special & Educational Services to establish a Committee to examine the role of the L.R.C. The following report is a result of a collaborative review of the current L.R.C. role and responsibilities.

Input was provided by L.R.C. working committee members, secondary as well as invited personnel. Special thanks to Ron Kennedy and Margaret Kuba for their participation.

ROLE DESCRIPTION

LEARNING RESOURCE TEACHER (ELEMENTARY)

Philosophy

The Special Education Department is committed to an Intervention Model which enables all students to reach their full educational potential. This philosophy is based upon a recognition of the unique learning characteristics of all students and the shared responsibility among educators for the development and delivery of program within the most naturally enabling environment.

This commitment is reflected in the following role description of the Elementary Learning Resource Teacher. The role description is divided into Mandatory Responsibilities and Recommended Good Practices.

The Elementary Learning Resource Teacher is responsible to the Principal of the school and works closely with the Area Resource Team and the Special Education Department.

Mandatory Responsibilities

The Learning Resource Teacher, as a team member, in conjunction with the school's Principal and the Area Special Education Consultant, will establish the school's philosophy for the Learning Resource Program. This philosophy recognizes special circumstances such as but not limited to compensatory education, dual-track or half-time L.R.T. positions. The program reflects a continuum of services required by the school's unique character in order to meet the needs of Exceptional Students, Non-Exceptional Students identified through the D.A.R.T. process and students requiring short term assistance.

The role of the L.R.T. continues to evolve from a remedial focus on isolated skills to a curriculum support for classroom teachers.

The Learning Resources Teacher shall:

- 1 Be a member of and work in conjunction with the school's Diagnostic and Resource Team (D.A.R.T.).
- 2 In consultation with the Principal, assist with the I.P.R.C. process.
- 3 *With the sponsoring teacher*, be responsible for the co-operative development of I.P.P.'s and the Annual Review process for the exceptional students in the regular class.
- 4 Facilitate the internal and external communication of information regarding exceptional and at-risk students. (eg. attending annual reviews and promotion meetings of feeder schools, processing inter-board and intra-board transfers, communicating with Special Education Consultants).
- 5 *Work collaboratively with staff to:*
 - a) interpret the nature of exceptionalities,
 - b) recommend teaching/learning strategies for modifying content, delivery and evaluation of curricula,
 - c) facilitate appropriate individual or small group information sharing to meet staff needs.
- 6 *As directed by the D.A.R.T.*, provide supportive teaching, counselling and/or monitoring of students on an individual or small group basis through in-class or withdrawal support.
- 7 Provide appropriate educational assessment as directed by the D.A.R.T.
- 8 Establish a timetable to reflect a balance of the consultative, administrative and teaching aspects of their role.
- 9 In conjunction with the Principal, ensure that the learning resource room is appropriately equipped.

Recommended Good Practices to be Negotiated with the Principal

- 10 Act as an advocate for students by working with parents, staff, administrators, educational personnel, community resource personnel or other professionals.
This may include seeking alternative educational placement.
- 11 Participate in relevant inservice sessions, meetings, workshops and conferences for professional growth and development.
- 12 Access necessary secretarial assistance and computer information services.
- 13 Request sufficient funds, to replenish and extend resource materials.

COMMITTEE RECOMMENDATIONS

To Senior Management

Non-Additional Cost Items:

- 1 The attached elementary role description be accepted.
- 2 When the L.R.T. role description is approved, this role description be communicated to all staff through appropriate channels.
- 3 All L.R.T. positions be posted and the candidates be interviewed by a team which includes the principal.
- 4 L.R.T.'s have input into the writing of the job description for posting purposes.
- 5 Qualifications for L.R.T.'s include
 - a) Ontario Teaching Certificate
 - b) minimum of Part I Special Education
(a Specialists Preferred)
 - c) at least 5 years of successful teaching experience
 - d) teaching in at least 2 divisions
 - e) proven successful experience in remedial programs may be considered in lieu of (d) above
 - f) demonstrated ability to work as a team member.
- 6 A standardized D.A.R.T. process be established in every school and D.A.R.T. record keeping be consistent with revised System D.A.R.T. procedures.
- 7 Any changes in status of Exceptional Students be communicated to the D.A.R.T.
- 8 A rationale be included in pupil records, for change of exceptionality and/or placement, as part of the annual review or I.P.R.C. process.
- 9 All L.R.T. workloads to be assigned and be regularly reviewed through the D.A.R.T. process.
- 10 L.R.T. programming should not be pre-empted to provide supply teaching services. It is recognized, however, that there may be situations when the L.R.T., as well as other teachers, may be requested to provide coverage.

Potential Additional Cost

- 11 L.R.T. staffing be assigned according to school needs. Determining factors include but are not limited to: E.S.L./E.S.D. students; at-risk students, Exceptional Students in the regular classes; D.A.R.T. referrals processed; French immersion students at-risk in a dual-track school; adjustment, psychological and speech/language referrals; contacts with outside agencies; standardized test scores and socio-economic make up of the community.
- 12 Compensatory schools be provided with a minimum of full-time L.R.T.
- 13 In French-Immersion and dual-track schools, the services of a French-speaking L.R.T. be provided.
- 14 L.R.T.'s should not carry additional teaching or administrative responsibilities.
- 15 L.R.T.'s be provided with appropriate resources to meet the needs of students.

ROLE DESCRIPTION

LEARNING RESOURCE TEACHER (SECONDARY)

Philosophy

The Special Education Department is committed to an Intervention Model. This philosophy is based upon a recognition of the unique learning characteristics of all students, program delivery within the most natural enabling environment and the shared responsibility amongst educators for the delivery of program.

The Special Education Department is committed to encouraging all students to reach their full educational potential. At the Secondary level this commitment is reflected in the accompanying role description of the Learning Resource Teacher.

This role description is divided into Mandatory Responsibilities and Recommended Good Practices.

The Learning Resource Teacher, Secondary is responsible to the Principal of the school and works closely with the Area Resource Team and Special Education Department.

Mandatory Responsibilities

The Learning Resource Teacher shall:

- 1 Establish, in conjunction with the school's administration and the Special Education Consultant, using this role as a guideline, a philosophy for the learning resource program designed to meet the needs of the exceptional pupils, the individual school and the school community.
- 2 Record goals and objectives for the year developed from the agreed upon philosophy and good practices.
- 3 Be provided with an appropriately equipped Learning Resource Room.
- 4 Work in conjunction with, and as a member of, the school Diagnostic and Resource Team (D.A.R.T.).
- 5 Be responsible for preparing for the I.P.R.C. process, implementation of recommendations, annual reviews, and co-ordinating Individual Pupil Plan writing.
- 6 Work collaboratively with teaching staff in interpreting the nature of Exceptionalities; suggesting teaching strategies for modifying curriculum and developing appropriate inservice.
- 7 Provide supportive teaching, counselling and/or monitoring of students on an individual and/or small group withdrawal basis who: have been deemed Exceptional, will benefit from additional support as recommended by a D.A.R.T. and/or need special assistance on a short term basis.
- 8 Act as an advocate for students by working with parents, staff, administrators, educators, community resources and other students dealing with matters related to the particular student needs to ensure educational and personal progress.

Recommended Good Practices to be Negotiated with the Principal

- 9 Recommend and/or provide alternatives for students which may include: a planned support program, development of coping strategies, timetabling considerations including NMT Personal Life Management course.
- 10 Facilitate co-ordination for volunteers, paraprofessionals and/or peer tutors.
- 11 In conjunction with guidance, investigate and recommend alternatives outside the regular school program which may include: community resources, work experience, cooperative education, elementary-secondary linking and post secondary institutions.
- 12 Attend appropriate inservice sessions, meetings, workshops and conferences for professional growth and development, maintain and implement L.R.T. Handbook.
- 13 Have access to and use appropriately, secretarial assistance for activities such as paperwork, computer tracking, and updating re: new students.

COMMITTEE RECOMMENDATIONS:
To Senior Management

- 1 The attached role description be accepted.

Non Additional Cost Items

- 2 Position be posted.
- 3 Hiring team should include a L.R.T., the Principal of the school, a Special Education Consultant and the team should be trained in the selection and interviewing procedure.
- 4 Qualifications include:
Minimum of Part 1 of Special Education Certificate, 2 year teaching experience, (experience in both elementary and secondary panels preferred).

Potential Additional Cost Items

- 5 Positions of Federations should be clarified concerning any monetary discrepancies between panels (loss of salary shall not occur when cross panel transfers are being considered).
- 6 L.R.T. allowance should be consistent between panels.
- 7 Staff allocation be based on the following:
 - school population,
 - number of identified exceptional students,
 - additional school/area needs,
 - minimum of 2 per school.
- There should be a Special Education Department and Department Head in every secondary school.

Budget

- 8 School plan should include budgeting for the L.R.T. program.



M E M O

June 5 1989

To : Personnel and Organisation Committee

From: J.Bishop

Re : Learning Resource Teachers.

New Direction for Special Education

In September 1988 the Special Education Department of the Board set itself a new-mission statement:

The Special Education Department believes in an educational system which is based on an intervention model that recognizes the unique characteristics of all learners and which is delivered within the most natural, enabling environment.

(The Special Education Department's outline of an Intervention Model for the Decentralized '90's.)

There was recognition that 'for many, the most enabling environment is the regular classroom, with direct special education intervention through shared responsibility with the regular classroom teacher'. This new emphasis places more importance on the role of the regular classroom teacher and the school in serving exceptional students.

Implications for the Role Of Learning Resource Teacher

The Learning Resource Teacher now becomes a vital member of the school staff to help classroom teachers move towards this new thrust in special education. His or her task becomes like that of a mini consultant within the school, helping teachers modify their programs to meet special needs, working directly with students, suggesting resources, and assessing students through the Diagnostic and Remedial Teams operating in each school. To have credibility with staff, the position should be held by a teacher with an excellent classroom record, special education experience and good inter-personal skills. However, the position is not currently posted, and there is no established interview process for the job. To have credibility with some parents who fear a loss of service to their child in the regular school as compared to that in the small self-contained classroom, the position has to be able to indicate that exceptional students have success in the regular program. However, there is no standard way for evaluating the success of interventions, either directly or indirectly, made by the Learning Resource Teacher.

It is therefore recommended that

- a) The Position of Learning Resource Teacher be considered for posting.

- b) A standard system-wide interviewing process be designed for the position of Learning Resource Teacher, after the skills needed for the position have been identified by the Staff Development, Curriculum, and Special Education departments.
- c) The interview team for the position of Learning Resource teacher always include the principal of the school where the post is vacant.
- d) That records be kept of each exceptional student and others targetted through the DART, by the Learning Resource Teacher, to be submitted to the principal twice a term. These should include:
- students' academic progress, using their attainment at the point of entry to the program as the base line for measuring achievement.
 - students' mastery of organisational and other skills through measures to be designed by Special Education in consultation with Psychological Services.
 - absenteeism of exceptional and targetted children.
- e) That adequate resources, materials and working space be provided where ever possible for the Learning Resource Teacher.

CURRENT STAFFING FORMULA

(1987)

1. COMPOSITE SECONDARY

1 L.R.T. for each school add .5 for each 15 I.P.R.C. students
over a base of 25 ($25 = 1.0$, $25 + 15 = 1.5$, $25 + 30 = 2.0$)

Capped at 2.0

2) VOCATIONAL SECONDARY

1 L.R.T. for each school add .5 L.R.T. for each of 25 I.P.R.C. students
over a base of 40 ($40 = 1.0$, $40 + 25 = 1.5$, $40 + 50 = 2.0$)

Capped at 2.0

3) ELEMENTARY

1 L.R.T. per 500 - Regular School
1 L.R.T. per 400 - Compensatory School

- Sliding scale.
- Also based on identified needs.

1. GENERAL INFORMATION

Name of the person or organization: _____

Address: _____

City: _____

State: _____

Zip: _____

Phone: _____

Copy to: _____

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Teacher Role Description

This role description will encompass the learning resource teachers at the elementary, composite secondary, vocational secondary and French composite secondary levels..

Responsible to: Principal
Supervisor of Special Education Department

Primary Responsibilities:

The learning resource teacher shall:

- establish, in conjunction with the school's administrators and the Special Education Consultant, a philosophy for the learning resource program designed to meet the needs of the individual school and community.
- establish, equip and maintain an appropriate learning resource room.
- serve the teaching staff in a consultative role which may include: interpreting the nature of exceptionalities; suggesting teaching strategies and resources for coping with these exceptionalities; offering appropriate in-service and providing support for teachers.
- work in conjunction with, and as a member of, the school Diagnostic and Remedial Team (D.A.R.T.).
- be responsible for writing the Individual Pupil Program(s) (IPP) of those exceptional students assigned by the principal.

Note: The following is presented as a main menu from which appropriate programs are designed according to need.

- provide alternatives for students within the regular school which may include: a planned support program; development of coping strategies; consideration of course selections and timetabling; volunteers and/or peer tutors.
- teacher, counsel and/or monitor students on an individual and/or small group withdrawal basis who:
 - have been deemed exceptional
 - will benefit from additional support as recommended by a D.A.R.T.
 - need special attention
- investigate and recommend alternatives for students outside the regular school program which may include: community resources, work experience; co-operative education; elementary-secondary linking ...
- serve the students as liaison between parents, staff, administrators, educators, community resources and other students dealing with matters related to the particular student and his/her educational and personal progress.
- provide specialized counselling and interventions for selected students.
- attend scheduled in-service sessions, meetings, workshops and conferences for professional growth and development.

General Policy Statement

This policy statement will establish the general framework for the development, maintenance, and improvement of the program.

Responsibility for the Program

The responsibility for the program is assigned to the following:

Program Objectives

The program objectives are as follows:

- 1. Establish a program of research and development in the field of [illegible] and [illegible] to meet the needs of the [illegible] and [illegible] community.
- 2. Establish a program of research and development in the field of [illegible] and [illegible] to meet the needs of the [illegible] and [illegible] community.
- 3. Establish a program of research and development in the field of [illegible] and [illegible] to meet the needs of the [illegible] and [illegible] community.
- 4. Establish a program of research and development in the field of [illegible] and [illegible] to meet the needs of the [illegible] and [illegible] community.
- 5. Establish a program of research and development in the field of [illegible] and [illegible] to meet the needs of the [illegible] and [illegible] community.
- 6. Establish a program of research and development in the field of [illegible] and [illegible] to meet the needs of the [illegible] and [illegible] community.
- 7. Establish a program of research and development in the field of [illegible] and [illegible] to meet the needs of the [illegible] and [illegible] community.
- 8. Establish a program of research and development in the field of [illegible] and [illegible] to meet the needs of the [illegible] and [illegible] community.
- 9. Establish a program of research and development in the field of [illegible] and [illegible] to meet the needs of the [illegible] and [illegible] community.
- 10. Establish a program of research and development in the field of [illegible] and [illegible] to meet the needs of the [illegible] and [illegible] community.

The program is intended to be a long-term effort which will provide a continuous flow of research and development in the field of [illegible] and [illegible].

The program is intended to be a long-term effort which will provide a continuous flow of research and development in the field of [illegible] and [illegible].

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The program is intended to be a long-term effort which will provide a continuous flow of research and development in the field of [illegible] and [illegible].

The program is intended to be a long-term effort which will provide a continuous flow of research and development in the field of [illegible] and [illegible].

CALY ON HBL W26

A36

URBAN/MUNICIPAL

1990

A G E N D A

PERSONNEL & ORGANIZATION COMMITTEE

1990 07 12

Confirmation of the minutes of the last regular meeting of 1990 06 14 and special meeting of 1990 05 29.

↓
missing

GENERAL

BUSINESS ARISING OUT OF THE MINUTES:

1. Interim Report - Evaluation of SALEP/Educational Assistant Pages 1 to 3
2. Interim Report from Officials re Request for Staffing Information Pages 4 to 10

NEW BUSINESS:

1. Recommendations of the Director of Education Revised Page 11, Pages 12, 12A and 12B
2. Report of the Affirmative Action Committee Page 13

ELEMENTARY/SECONDARY

NEW BUSINESS:

1. Recommendations of the Director of Education Pages 14 to 18A
2. Requests For Four Over Five Plan Revised Page 19

100 Main Street West
Hamilton, Ontario
July 12, 1990

Chairman and Members
Personnel and Organization Committee
Education Centre

Ladies and Gentlemen:

**RE: INTERIM REPORT: EDUCATIONAL ASSISTANT, SUPERVISED
ALTERNATIVE LEARNING FOR EXCUSED PUPILS (S.A.L.E.P.)**

Background

Students that come before the SALEP subcommittee are generally suffering from very low self esteem because of a multitude of forces that have impinged on their lives. In order to re-establish a new level of confidence they require much individual attention. Although these students appear to understand the goals of counselling while in the SALEP office, they have great difficulty transferring this knowledge to their efforts in the outside world -- filling out application forms, job searching etc. A staff member (Educational Assistant) was needed in order to assist in this regard. Such an approach is supported by the research findings of Dr. Offord of Chedoke Child and Family Clinic. He found that the professionals have to continually reach out and support children such as these in order to keep them engaged in positive, survival activities.

The necessity of this position was presented to the SALEP Committee in the Fall of 1988. The direction at that time was to prepare a role description for the next SALEP Committee meeting. A report was prepared and accepted at the meeting in the Fall of 1989. The members of the SALEP committee indicated the role was appropriate but felt that a six month period of evaluation would provide the elected officials with an indication of the degree of support and effectiveness that such a position would bring to this program.

The Board gave approval for this position on January 18, 1990. Discussion followed with staff from the Human Resources Department and representatives of O.P.E.I.U. in order to determine the best "vehicle" to use in order to fill the position -- a Job Experience Placement, a Special Assignment, etc. Subsequently, interviews were held and a staff member assumed this position on March 26, 1990.

Update

At this time, we wish to present a three month update relative to the Educational Assistant's Role in the SALEP process.

Much of the role involves supporting the student, either individually or in small groups, in order to assist the student in obtaining employment. This requires both coaching and modelling on the part of the Educational Assistant. The Assistant will follow up on the instructions that were given during group sessions, will assist the student in filling out application forms correctly, will accompany the student to a new educational alternative, will demonstrate how to respond appropriately in an interview situation, and will help the student in life skills strategies such as obtaining a Social Insurance Number or Birth Certificate, opening up a bank account, etc. With this recognized supervised approach and the resulting success of the students, we continue to develop a "bank of potential employers" who are prepared to support these high risk students. The SALEP program generally now appears to be more effective with this additional assistance.

Similar strategies are used to help the student "bridge" the transition from SALEP job search/life skills program to such community programs as the John Howard Society, Work Orientation Work Shop Program and the various Youth Employment Programs.

There is a great deal of documentation associated with the SALEP role. The Board must be able to authenticate which of its students are on SALEP in order to generate appropriate grants. Also every student who is working has to be covered by Worker's Compensation either through the Ministry of Education or through the Employer. The complicating factor in respect to these two tasks is that every time a student on SALEP changes jobs, new forms have to be completed and they all require multiple signatures. Through the involvement of the Educational Assistant, we are better able to keep this important function under control.

Working with groups of students on SALEP is a most demanding task. On some occasions, group work can be more productive and controllable if the group has co-leaders. The Educational Assistant who is presently holding this position has the skills to assist in this regard when required.

Summary

Initially this initiative was designed to be a six month pilot project and appropriate funding was budgeted to complete the pilot. Since the six month evaluation process did not commence until March 1990, administration recommends that the period of evaluation be extended and a complete report be submitted to the Personnel and Organization meeting in November, 1990.

Therefore, it is recommended that:

The evaluation period for the position of Educational Assistant to the SALEP Program be extended for a period of three months and that a full report be presented to the elected officials at the November Personnel and Organization meeting

Prepared and
submitted by:

P. S. Beveridge
Superintendent of Curriculum and
Special & Educational Services

Approved by:

K. A. Rielly
Director of Education and Secretary

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Education Centre
Hamilton, Ontario
1990 07 12

To the Chairman and Members
Personnel and Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

Re: Personnel & Organization Recommendations

At the April, 1990, meeting of the Personnel and Organization Committee, the following motion was approved:

"That the Director of Education review and report back to the Personnel and Organization Committee how Senior Management might advise the Personnel and Organization Committee regarding staffing relative to the approved Budget."

A staff working group, under the direction of the Associate Director, is studying ways to improve the reporting process as well as the presentation of information to the Committee.

Attached is one example of a new format, currently under review by the working group, which consolidates and groups recommendations and identifies budget implications.

It is expected that a full report of the working group will be presented to the September meeting of the Personnel & Organization Committee.

Prepared and submitted by:

D. B. Sinclair, Superintendent of Human Resources
A. L. Stockwell, Associate Director

Approved by:

K. A. Rielly, Director of Education and Secretary

Personnel and Organization
Recommendations

ELEMENTARY / SECONDARY

1. PROBATIONARY STAFF APPOINTMENTS

(a) That the following teacher(s) be appointed to the Probationary Staff, effective 1990 09 01, with salary according to schedule:

Replacement(s)

(i) Budgeted

name of teacher (S)

name of teacher (E)

New Position(s)

(ii) Not Budgeted

name of teacher (E)

(b) (i) Budgeted

That "name" be appointed to the position of "...", Probationary Administrative Staff (non union) (Grade __, maximum salary \$.. per annum), effective 1990 09 01, with salary according to schedule.

2. PERMANENT STAFF APPOINTMENTS

Permanent Staff

(a) That the following teacher(s) be appointed to the Permanent Staff, effective 1990 09 01, with salary according to schedule:

name of teacher (E)

name of teacher (S)

name of teacher (S)

name of teacher (E)

Confirmations

That the following be confirmed in the position stated, effective 1990 09 01, with salary according to schedule:

name (Elementary Principal)

name (Secondary Vice-Principal)

name (Head of Department - Mathematics)

name (Assistant Head of Department - Science)

(b) That the following be confirmed in the position stated, effective 1990 06 01:

name (Administrative assistant - Secondary School)

3. PROMOTIONS

(a) Replacement(s)

(i) Budgeted

That the following teacher(s) be appointed to the position stated, effective 1990 09 01:

name (Consultant - Department)

name (Acting Head - Business)

name (Acting Assistant Head - Mathematics)

New Position(s)

(ii) Not Budgeted

name (Assistant Head - Technical) -- Contractual Needs

4. INTERNAL APPOINTMENTS TO OTHER POSITIONS

(a) That the following teacher(s) be appointed to the position indicated, effective 1990 09 01 to 1991 06 30, with salary according to schedule:

Replacement(s)

(i) Budgeted

name (Special Assignment Teacher)

New Position(s)

(i) Budgeted

name (assignment)

(ii) Not Budgeted

name (assignment)

That the appointment of the following teacher(s) to the position indicated, be extended effective 1990 09 01 to 1991 06 30, with salary according to schedule:

(i) Budgeted

name (Special Assignment Teacher - Area #)

(b) That the following be appointed to the position(s) indicated, effective 1990 09 01, with salary according to schedule:

(i) Budgeted

Panel Transfer(s)

(i) Budgeted

(a) That the following teacher(s) transfer from the Elementary Panel to the Secondary Panel, effective 1990 09 01:

name

name

That the following teacher(s) transfer from the Secondary Panel to the Elementary Panel, effective 1990 09 01:

name

name

Reciprocal Transfers

That the following teachers be transferred from the Elementary Panel to the Secondary Panel (Reciprocal), effective 1990 09 01:

name

name

name

name

That the following teachers be transferred from the Secondary to the Elementary Panel (Reciprocal), effective 1990 09 01:

name

name

name

name

5. TIMETABLE CHANGES

(a) That the following timetable changes be approved, effective 1990 09 01, with salary according to schedule:

(i) Budgeted

name, from 1.0 to .5 (E)

name, from 6/6 to 5/6 (F.T. Sem. 1, 2/3 Sem. 2) (S)

name, from .5 to 1.0 (E)

(ii) Not Budgeted

name, from .7 to 1.0 (E)

name, from 4/6 to 6/6 (F.T. Sem. 1 and 1) - Contractual Needs

6. RETIREMENTS

(a) That the resignation(s) of the following teacher(s) retiring on superannuation, effective 1990 06 30, be accepted with regret and that the Board's gratuity be paid:

name (E)

name (S)

(b) That the following resignation(s), for the purpose of retirement, effective 1990 08 31, be accepted with regret and that the Board's gratuity be paid:

name (Caretaker) (E)

name (Secretary) (S)

7. RESIGNATIONS

(a) That the resignation(s) of the following teacher(s), effective 1990 08 31, be accepted with regret:

name (S)

name (E)

(b) That the resignation(s) of the following, effective 1990 08 31, be accepted with regret:

name (Secretary) (E)

8. LEAVES

Maternal

(a) That the request of the following teacher(s) for Maternal Leave of Absence, effective as shown, be granted in accordance with conditions governing Maternal Leave:

name, 1990 09 17 to 1990 12 31 (E)

name, 1990 10 01 to 1991 01 25 (S)

(b) That the request of the following for Maternal Leave of Absence, effective as shown, be granted in accordance with the Employment Standards Act:

name, 1990 09 04 to 1990 12 31 (Educational Assistant) (E)

Maternal/Parental

(a) That the request of the following teacher(s) for a Maternal Maternal Leaves of Absence, be granted in accordance with conditions governing Maternal Leave and that the Leave(s) be followed by Parental Leaves of Absence, effective as shown:

name, 1990 09 01 to 1991 08 31 (E)

name, 1990 10 01 to 1991 08 31 (S)

Parental/Personal

(a) That the request of the following teacher(s) for Parental Leaves of Absence, effective as shown, be granted:

name, 1990 09 01 to 1990 12 31 (S)

That the request of the following teacher(s) for Personal Leaves of Absence, effective as shown, be granted:

name, 1990 09 01 to 1991 08 31 (S)

(b) That the request of the the following for Parental Leave(s) of Absence, effective as shown, be granted:

name, 1990 09 01 to 1990 12 31 (Secretary) (E)

Leave Extensions

(a) That the request of the following teacher(s) for extensions of their Leave(s) of Absence, effective as shown, be granted:

name, 1990 09 01 to 1991 07 31 - Parental (S)

name, 1990 09 01 to 1990 12 31 - Personal (E)

Secondments

Return From Leave of Absence

(i) Budgeted

(a) That the following teacher(s) be returned from Leave(s) of Absence and assigned teaching duties, effective as shown:

name, 1990 09 01 (E)

name, 1990 11 01 (S)

9. OCCASIONAL STAFF APPOINTMENTS

(a) That the following teacher(s) be appointed to the Occasional Staff, effective as shown, with salary according to schedule:

name, from 1990 03 28 to 1990 06 28 (.7) (E)

name, from 1990 05 01 to further notice (S)

10/10/1944

(1) The purpose of this document is to provide information regarding the activities of the various groups and individuals who are active in the field of the study of the history of the United States.

These groups are: (a) The American Historical Association, (b) The American Society for the History of the United States, (c) The American Society for the History of the American People, (d) The American Society for the History of the American Republics, (e) The American Society for the History of the American Empire, (f) The American Society for the History of the American Colonies, (g) The American Society for the History of the American States, (h) The American Society for the History of the American Territories, (i) The American Society for the History of the American Islands, (j) The American Society for the History of the American Seas, (k) The American Society for the History of the American Air, (l) The American Society for the History of the American Space, (m) The American Society for the History of the American Universe.

10/10/1944

(2) The purpose of this document is to provide information regarding the activities of the various groups and individuals who are active in the field of the study of the history of the United States.

10/10/1944

(3) The purpose of this document is to provide information regarding the activities of the various groups and individuals who are active in the field of the study of the history of the United States.

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Education Centre
100 Main Street West
Hamilton, Ontario
1990 07 12

To The Chairman and Members
Personnel & Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

GENERAL

I have the honour to present the following recommendations for your approval:

(a) That Dr. Marie Bountrogianni be appointed to the position of Psychological Consultant (.5), with a one-year probationary period, effective 1990 09 01, with salary according to the Collective Agreement. (10-month employment) Replacement

(b) That Jo-Ann Reitzel be appointed to the position of Psychological Consultant (.5), for a one-year term, effective 1990 09 01 to 1991 06 30, with salary according to the Collective Agreement. Replacement

(c) That Doreen Vella be appointed to the position of Psychological Consultant, for a one-year term, effective 1990 09 01 to 1991 06 30, with salary according to the Collective Agreement. Replacement

(d) That Isaac Barnett be appointed to the position of Equipment Repair Technician II (Administrative Grade 10 - maximum salary \$38,053.00 per annum), on a temporary basis, effective 1990 09 01 to 1991 06 30, with salary according to the salary schedule, at no cost to the Board. (Westmount 1990 Project)

(e) That Maria McDonagh be appointed to the position of Adjustment Clerk-Typist, Probationary Administrative Staff (Grade 3, maximum salary \$24,551.00 per annum), effective 1990 07 03, with salary according to the salary schedule. Replacement

(f) That the resignation, for the purpose of retirement, of Shirley Dokter, Cleaning Staff, effective 1990 11 23, be accepted with regret and that the Board's gratuity be paid.

(g) That the resignation, for the purpose of retirement, of Audrey Kaulback, Cleaning Staff, effective 1990 06 30, be accepted with regret and that the Board's gratuity be paid.

(h) That the resignation, for the purpose of retirement, of Iride Pinelli, Cleaning Staff, effective 1990 06 30, be accepted with regret and that the Board's gratuity be paid.

(i) That the resignation, for the purpose of retirement, of Margaret Smith from the position of Cook, effective 1990 06 29, be accepted with regret and that the Board's gratuity be paid.

(j) That Casey Denton be promoted to the position of Accounts Payable Clerk, Probationary Administrative Staff (Grade 6, maximum salary \$28,152.00 per annum), effective 1990 08 13, with salary according to the salary schedule.
Replacement

(k) That Linda Clinton, Cleaning Staff, be promoted to the position of Assistant Caretaker, Probationary Caretaking and Maintenance Staff, effective 1990 04 02, with wage rate according to the Collective Agreement. **Replacement**

(l) That the appointment of Brian Seamans, Consultant (Section 27 Programs), be extended effective 1990 09 01 to 1991 06 30, with salary according to the salary schedule.

(m) That the request of Dr. Colin Pryor, Chief Psychologist, for an extension of his Personal Leave of Absence, effective 1990 09 01 to 1991 08 31, be granted.

(n) That the employment schedule for Lois Campbell, Psychological Consultant, be decreased from full time to .5, effective 1990 09 01. (10-month employment)

(o) That the employment schedule for Gael MacPherson, Psychological Consultant, be increased from .7 to .8, effective 1990 09 01. (10-month employment)

(p) We regret to announce the death of Nicolo Randazzo, Caretaking Staff, on 1990 06 13.

Respectfully submitted,

K. A. Rielly,
Director of Education
and Secretary

rt

REPORT OF THE
AFFIRMATIVE ACTION COMMITTEE

Present: Miss Cunningham (Chairman); Trustees Bishop and Clarke.

Also

Present: S. Mawson (Career Counsellor)
L. Slade (Personnel Assistant)
M. Stewart (Guidance Counsellor, C.B. Stirling)
L. Tindall (Women Teachers' Association)
M. Sween (Visible Minority Representative)

Officials

Present: K. Rielly (Director of Education and Secretary)
B. Sinclair (Superintendent of Human Resources)
L. Sproule-Jones (Affirmative Action Co-ordinator)

The Committee recommends:

GENERAL

(a) That the directions being considered in the Update - Applicant Tracking, June 1989-June 1990 be endorsed and that the report be referred to the officials for appropriate action.

(b) That the Update: Policy Against Harassment be accepted and endorsed.

(c) That the Report on the Outreach Workshop - Vietnamese Community be received for information.

(d) That the following recommendations in the Annual Status Report on the Affirmative Action Program be approved:

(i) That the initiatives discussed in the Annual Report be endorsed and that evaluations be provided on an on-going basis.

(ii) That the name of the Board's Affirmative Action Program be changed to Affirmative Action/Employment Equity.

Respectfully submitted

M. Cunningham
Chairman

Committee Room
1990 06 27

1. That the Commission has received information that the following information is being disseminated to the public:

2. That the Commission has received information that the following information is being disseminated to the public:

3. That the Commission has received information that the following information is being disseminated to the public:

4. That the Commission has received information that the following information is being disseminated to the public:

5. That the Commission has received information that the following information is being disseminated to the public:

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13. That the Commission has received information that the following information is being disseminated to the public:

14. That the Commission has received information that the following information is being disseminated to the public:

15. That the Commission has received information that the following information is being disseminated to the public:

16. That the Commission has received information that the following information is being disseminated to the public:

17. That the Commission has received information that the following information is being disseminated to the public:

Education Centre
100 Main Street West
Hamilton, Ontario
1990 07 12

To The Chairman and Members
Personnel & Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

ELEMENTARY/SECONDARY

(a) That the following teachers be appointed to the Probationary Staff, effective 1990 09 01, with salary according to the salary schedule:

Budgeted

William Challis (S) (2/3 Sem. 1 only)
Carrie Collins (S)
Elysia Dywan (S)
Kelly Grace (E)
Gail Slater (E)
John Paul Szarak (E) & (S) 5/6

(b) That the following teachers be appointed to the Occasional Staff, effective as shown, with salary according to the salary schedule:

Mark Berneche, 1990 06 05 to 1990 06 29 (E)
Deborah Long, 1990 06 05 to 1990 06 29 (E)
Judith Meertens, 1990 05 14 to 1990 06 29 (.5) (E)
Erica Mosher, 1990 05 31 to 1990 06 29 (E)
Lynda Newstead, 1990 05 31 to 1990 06 29 (E)
Alice Roharr, 1990 05 24 to 1990 06 26 (E)
Mark Simpson, 1990 04 18 to 1990 05 18 (S)

(c) That the following teachers be appointed to the Permanent Staff, effective 1990 09 01, with salary according to the salary schedule:

Leonard Agostini (E)	Savine Lobo (E)
Arlene Albrich (S)	Nancy Lockhart (E)
Ilona Ashton (E)	Valerie Lowrey (S)
Deanna Babcock (E)	John Lowry (S)
Elizabeth Baker (E)	Diane Lumsden (E)
Heidi Bardy (E)	Debbie MacDonald (E)
Rebecca Beaton (E)	Susan Macdonald (E)
Laurie Behr (E)	Janice MacLeod (E)
Joanne Belisario (S)	Edward Mahony (E)
Elizabeth Berneche (E)	Nora Majik (E)
Josephine Berardo (E)	Franca Marazia (E)
Christine Binicki (E)	Julie Marsman-MacCuish (E)
Faith Birch (E)	Dawn Martens (E)
Adele Blais (E)	Edward Martin (E)

Wolfgang Boggs (S)
 David Bradley (E)
 Diane Brandt (E)
 Sharon Broadbent (E)
 Lynda Bucciero (E)
 Julie Ann Capretta (E)
 Sharon Carson (E)
 Pamela Carson-White (E)
 Susan Cassidy (S)
 Rosemary Coomber (E)
 Linda Craig (E)
 Paula Dale (S)
 William DeMille (E)
 Cynthia DeSantis (E)
 Gabrielle DiFrancesco (E)
 Robert DiFrancesco (E)
 Assunta DiTiberio (S)
 Michael Duckworth (E)
 Douglas Dunford (E)
 Susan Dunlop (E)
 Sandra Dunsdon (E)
 Frances Elliott (E)
 Ruth Fielding (E)
 Mary-Lynn Fleming (E)
 Peter Fleming (E)
 Jane Fletcher (E)
 Barbara Fraser (S)
 Vanessa Gray (E)
 Alice Grodecki (E)
 Sherry Halla (E)
 Trisha Hallford (E)
 Kelly Hamilton (E)
 Karen Hammond (E)
 Lisa Hammond (E)
 Samuel Hammond (E)
 Carol-Ann Harding (S)
 Audrey Hensen (E)
 Heather Hicks-Dyer (E)
 Janice Hogeveen (E)
 Eleanor Illman (E)
 Harland Izatt (E)
 Miriam Janssen (E)
 Kathleen Johnson (S)
 Teresa Katerberg (E)
 Marie-Louise Kelday (E)
 Nina Kemp (E)
 Russell Kempling (E)
 Steven Kerr (S)
 Ruth Kihs (E)
 Lois Kirkham (E)
 Kelly Kowalchuk (E)
 Norah Kozicz (S)

Lori Mattice (E)
 Judy Mendelson (E)
 James Moore (S)
 Susan Moreau (E)
 Jane McGall (S)
 Michael McKague (S)
 Patti McMaster (E)
 Patricia Murrell-Wright (E)
 Berton Neale (E)
 Marjorie Nelson (E)
 Jo-Ann Nicholas-Ray (E)
 Nancy Niessen (E)
 Dale Obermeyer (E)
 David O'Connor (E)
 Bonnie O'Hara (E)
 Shirley Pauls (E)
 Karen Price (E)
 Andrea Rado (E)
 Charlotte Reed (E)
 Maria Rikic-McCarthy (S)
 Jean Robertson (E)
 Barbara Russell (S)
 Jeannette Ryan (E)
 Irene Sabat (S)
 Stephen Sawford (S)
 Racheline Seidelman (E)
 Patricia Sellar (E)
 Valerie Shepherd (S)
 Brenda Sinclair (E)
 Gerald Smink (S)
 Cynthia Smith (E)
 Suzanne Solnik (E)
 Janice Spring (E)
 Kristina Stasiulis (S)
 Kathryn Stevenson (E)
 Janice Sticle (E)
 Mary Strauch (E)
 Susan Stringer (E)
 Nicholas Tsuluca (E)
 Roy Vallinga (E)
 Ursula Vander Ploeg (E)
 Doris Viastikipoulos (E)
 Monica Voelkner (E)
 Melda Wales (E)
 Paula Walker (E)
 Brian Ward (E)
 Mary Wheeler (E)
 Susan Whittaker (E)
 Evelyn Wilkie (S)
 Michael Wilmot (E)
 Paul Wilson (S)
 Paul Woods (S)

M. Lynn Kuhn (E)
Maria-Pilar Lanillos (S)

Lorraine Young (E)
Carol Zapotchny (E)
Deborah Zwicker (E)

(d) That Louis Tipoulow be re-appointed to the position of Acting Assistant Head of Department (Guidance), effective 1989 09 01, with salary according to the salary schedule. (S)

Replacement

(e) That the appointment of Mary Jean Tycznski to the position of Consultant (Junior Division), be extended, effective 1990 09 01 to 1991 06 30. (E)

Budgeted

(f) That the retirement of Daniel Wentworth, who is retiring on superannuation, effective 1990 12 31, be accepted with regret and that the Board's gratuity be paid. (E)

(g) That the resignations of the following teachers, effective 1990 08 31, be accepted with regret:

Cynthia McAllister (E)
Marcia Stevenson (E)
Diane Wolven (E)

(h) That the resignations of the following Educational Assistants, effective 1990 06 29, be accepted with regret:

Anna M. Battista
Monica A. Morgan

(i) That the request of the Ministry of Education for the secondment of Bruce Quinn to The Robarts School, London, effective 1990 09 01 to 1991 08 31, be granted. (E)

(j) That the request of the Ministry of Education for the extension of the secondment of Errol Ellis to the Independent Learning Centre, effective 1990 08 13 to 1991 06 30, be granted. (S)

(k) That Lee Hondronicols be promoted to the position of Consultant (Primary - Area 3), on an acting basis, effective 1990 09 01. (E)

Replacement

(l) That Paul Brown be promoted to the position of Acting Assistant Head of Department (Technical), effective 1990 09 01, with salary according to the salary schedule. (S)

Replacement

(m) That the following teachers be transferred from the Elementary Panel to the Secondary Panel, effective 1990 09 01:

Budgeted

Anna Kachmar (S)
Jacqueline Longden (S)

Carolyn Middleton (E)
Maria Rikic-McCarthy (S)

Russell McLeod (S)
Samuel McMinn (S)

Ronald Reiger (S)
Rita Sorger (S)
Annette Tonogai (S)

(n) That the following teachers be transferred from the Secondary Panel to the Elementary Panel, effective 1990 09 01:

Budgeted

Arlene Charters
Valerie Lowrey

Deanna Richardson
Edward Stodulka

(o) That the following teachers be transferred from the Elementary Panel to the Secondary Panel (Reciprocal), effective 1990 09 01:

Willard Boudreau
Dennis Jutzi

Tessa Law
Paul Reble
Karen Tsuji

(p) That the following teachers be transferred from the Secondary Panel to the Elementary Panel (Reciprocal), effective 1990 09 01:

Ann Cook-Petz
Dorte Deans

Marvin Kuehn
Laima Pohl
Tammy Warren

(q) That the requests of the following teachers for Maternal Leaves of Absence, effective as shown, be granted in accordance with conditions governing Maternal Leave:

Susan Fox, 1990 06 05 to 1990 10 01 (E)
Teresa Katerberg, 1990 11 12 to 1991 03 08 (E)
Kathryn Weber, 1990 09 04 to 1990 12 31 (E)

(r) That the requests of the following teachers for Maternal Leaves of Absence, be granted in accordance with conditions governing Maternal Leave and that these Leaves be followed by Parental Leaves of Absence, effective as shown:

Donna L. Prystie, 1990 09 11 to 1991 01 31 (S)
Adele Scheidel, 1990 09 04 to 1991 01 31 (S)

(s) That the requests of the following teachers for Personal Leaves of Absence, effective as shown, be granted:

Anne De Clara, 1990 11 01 to 1991 04 30 (E)
Kathryn Goodin, 1990 09 01-1990 12 31 (Parental) (E)
Deborah Hamilton, 1990 09 01 to 1991 08 31 (Parental) (E)

(t) That the request of Heather Bull, Educational Assistant, for a Personal Leave of Absence, effective 1990 09 04 to 1991 06 28, be granted.

(u) That the request of Susan Rancourt, Secondary School Clerical and Secretarial Staff, for a Personal Leave of Absence, effective 1990 07 16 to 1990 08 31, be granted.

(v) That the following teachers be returned from Leaves of Absence and assigned teaching duties, effective 1990 09 01:

Budgeted

Barbara Allum (.5) (E)	Marie Louise Kelday (E)
Richard Banek (S)	Rita Knapp (.5) (E)
Bridgette Brockelbank (.5) (E)	Mary Lubanovic (E)
Barbara Carey (E)	Diane Parente (E)
Philip Conklin (.5) (E)	Kathleen Penny (E)
Norma Ducau (S)	Pamela Peterson (E)
Laurie Firlit (E)	Joanne Preston (S)
Christine Fotheringham (E)	Mary Robertson (E)
Wendy Giesbrecht (E)	Loren Sarafini (E)
Laurie Gregory (.4) (E)	Carrie Tyrosvoutis (E)
Paula Griffin (S)	Christa Uhrenbacher (E)
Jane Hashimoto-Banks (E)	Patrizia Vitucci-DiSanto (S)
Nancy Jones (E)	Paula Walker (E)
Nancy Joudrie (.5) (E)	Diane Windsor (E)
Susan Kalbfleisch (E)	Katherine Yantzi (E)

(w) That the effective dates of the Maternal/Parental Leave of Absence granted to Margaret Walton at the May Meeting, be changed to 1990 06 14 to 1991 08 31. (S)

(x) That request of Bruce Quinn for a Personal Leave of Absence, effective 1990 09 01 to 1991 08 31, granted at the May Meeting be rescinded. (E)

(y) That the requests of the following teachers for extensions of their Personal Leaves of Absence, effective as shown, be granted:

Kathryn Brownlow, 1990 09 01 to 1991 08 31 (E)
Donald Pente, 1990 09 01 to 1991 01 31 (S)

(z) That the request of Rosemary Walton for an extension of her Long Term Disability Leave of Absence, effective 1990 09 01, be granted. (E)

Respectfully submitted,

K. A. Rielly,
Director of Education
and Secretary

REQUESTS FOR FOUR OVER FIVE PLAN

That the following requests for the "Four Over Five Plan" be approved:

- (a) That approval be granted for the request of Beryl Burgoyne for a Leave of Absence under the Salary Holdback Plan ("Four Over Five") of the Secondary School Collective Agreement for the second semester of the 1992-93 school year, effective 1993 02 01 to 1993 06 30.
- (b) That approval be granted for the request of Joseph Hammill for a Leave of Absence under the Salary Holdback Plan ("Four Over Five") of the Secondary School Collective Agreement for the second semester of the 1992-93 school year, effective 1993 02 01 to 1993 06 30.
- (c) That approval be granted for the request of Elaine Smith for a Leave of Absence under the Salary Holdback Plan ("Four Over Five") of the Secondary School Collective Agreement for the first semester of the 1992-93 school year, effective 1992 09 01 to 1993 01 31.
- (d) That approval be granted for the request of David Wagg for a Leave of Absence under the Salary Holdback Plan ("Four Over Five") of the Elementary Collective Agreement for the 1994-95 school year, effective 1994 09 01 to 1995 08 31.
- (e) That approval be granted for the request of Wendy Wagg for a Leave of Absence under the Salary Holdback Plan ("Four Over Five") of the Elementary Collective Agreement for the 1994-95 school year, effective 1994 09 01 to 1995 08 31.
- (f) That approval be granted for the request of Katherine Conway for a Leave of Absence under the Salary Holdback Plan ("Four Over Five") of the Elementary Collective Agreement for the 1995-96 school year, effective 1995 09 01 to 1996 08 31.

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URBAN/MUNICIPAL

1990

A G E N D A

PERSONNEL & ORGANIZATION COMMITTEE (Ham. Board of Ed.)

1990 09 13

Confirmation of the minutes of the last regular meeting of 1990 07 12 and special meeting of 1990 08 30.

↓
missing

GENERAL

BUSINESS ARISING OUT OF THE MINUTES:

1. Interim Report from Officials re Request for Staffing Information Pages A1 to A2

NEW BUSINESS:

1. Recommendations of the Director of Education Pages 1 to 2,
Page 2A

ELEMENTARY/SECONDARY

NEW BUSINESS:

1. Recommendations of the Director of Education Pages 3 to 7,
Page 7A
2. Requests for Four Over Five Plan Revised Page 8

To the Chairman and Members
Personnel and Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

Re: Personnel & Organization Recommendations

This is pursuant to the report of 1990 07 12 re ways of improving the presentation of information to P & O, and the reporting of data relative to the approved Budget.

Beginning with the September recommendations, we have introduced two changes

- presentation of recommendations in an easier-to-read format
- a preliminary staffing report

The new format has the information organized under nine headings:

1. Probationary Staff Appointments
2. Permanent Staff Appointments
3. Promotions
4. Internal Appointments
5. Timetable Changes
6. Retirements
7. Resignations
8. Leaves
9. Occasional Staff Assignments

and coded (E) elementary and (S) secondary.

Where appropriate, footnotes will be added indicating items without a budget allocation.

The attached report shows the staffing numbers as of the first week of September vis-a-vis staff estimates in the 1990 Budget plan. The teacher data is preliminary based on the number of Full Time Equivalent positions on school organization plans. The figures do not include supply or replacement teachers. Next month this data will be updated and will include enrolment figures based on September 30th reports.

It is our intention to bring regular staffing reports to P & O.

Prepared and submitted by:

D. B. Sinclair, Superintendent of Human Resources
A. L. Stockwell, Associate Director

Approved by:

K. A. Rielly, Director of Education and Secretary

1990 09 13

PRELIMINARY STAFF REPORT SUMMARY
(Full-Time Equivalent)

	1990 Budget Projections	Sept.1990 Estimate
Administrative and Support Staff	492.542	492.542
Lunchroom - Elementary	109.74	110.8
- Secondary	7	7
- Vocational	2.6	2.14
Bus Supervisors	16.5	17.68
Lunchroom Assistants	6.43	6.556
Educational Assistants	219.5	220.5
Caretakers/Maintenance/ Warehouse (incl.asbestos)	220	222
Cleaners/Cooks	347	347
Co-ordinators/Consultants	75.667	75.667
Teachers - Elementary at school locations	1,605.4	1,617.6
- Elementary not at school locations	6.25	6.25
- Sec. Composite	830	836
- Sec. Vocational	117	117.833
- Sec. Vanier	34	33.5
- Elementary TR	23	21
- Secondary TR	7	8
Staff on loan - Teachers	34.917	34.917
- Consultants	.333	.333
- Clerical	.5	.5
	4,155.379	4,177.818
	=====	=====

Education Centre
100 Main Street West
Hamilton, Ontario
1990 09 13

To The Chairman and Members
Personnel & Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

GENERAL

I have the honour to present the following recommendations for your approval:

1. PROBATIONARY STAFF APPOINTMENTS

(a) (i) That the following staff be appointed to the positions stated, effective as shown:

Daniel Chiarcos (Chief Mechanic - Carpentry), Caretaking and Maintenance Staff, 1990 09 04, with wage rate according to the Collective Agreement. (Replacement)

Michael Weston (Chief Mechanic - Carpentry), Caretaking and Maintenance Staff, 1990 09 04, with wage rate according to the Collective Agreement. (Replacement)

Jane Caprice (Switchboard Operator - .571), Administrative Staff (Grade 3, maximum salary \$24,551.00 per annum), 1990 09 04, with salary according to the salary schedule. (Replacement)

Diane Childerley (Printing Department Clerk), Administrative Staff (Grade 4, maximum salary \$25,328.00 per annum), 1990 08 06, with salary according to the salary schedule. (Replacement)

Phyllis Riley-Laiman (Administrative Services Clerk), Administrative Staff (Grade 4, maximum salary \$25,328.00 per annum), 1990 08 06, with salary according to the salary schedule. (Replacement)

(a) (ii) That the effective dates of appointment as approved at a previous meeting be changed as shown:

Robert Brownridge, Sr. (Foreman - General Maintenance), 1990 08 14 (June meeting)

Gayle DeJager (Administrative Staff), 1990 08 27 (July meeting)

2. PERMANENT STAFF APPOINTMENTS

Confirmations

(a) That the following staff be confirmed in the position stated, effective as shown:

Ingrid Scott (Head Librarian - Dr. Harry Paikin Library), 1990 07 24
Richard Hazell (Software Technician - Computers in Education), 1990 07 31
Lucy Veerman (Budget Manager), 1990 08 28
Dianne Husack (Speech/Language Pathologist), 1990 09 01

3. PROMOTIONS - Nil

4. INTERNAL APPOINTMENTS TO OTHER POSITIONS

(a) That Dr. Marie Bountrogianni, Psychological Consultant, be appointed to the position of Acting Chief Psychologist, for a one-year term, effective 1990 09 01 to 1991 08 31, with salary according to the salary schedule.

5. TIMETABLE CHANGES

(a) That the employment schedule for Elizabeth Belisario, Speech/Language Pathologist, be decreased from full time to .5, effective 1990 09 01. (10-month employment)

6. RETIREMENTS - Nil

7. RESIGNATIONS

(a) That the resignation of Raymond G. Henderson, Caretaking and Maintenance Staff, effective 1990 09 07, be accepted with regret.

8. LEAVES

Maternal

(a) That the request of Dr. Gael MacPherson, Psychological Consultant, for a Maternal Leave of Absence, effective 1990 10 22 to 1991 02 15, in accordance with the Employment Standards Act, be granted.

Return from Leave of Absence

(a) That the following staff be returned from Leaves of Absence, effective as shown:

Elizabeth Belisario (Speech/Language Pathologist), 1990 09 01
Lesley Cunningham (Consultant - Adjustment Services), 1990 09 01
Lisa Anderson (Administrative Staff), 1990 07 23

9. OCCASIONAL STAFF APPOINTMENTS - Nil

Respectfully submitted,

K. A. Rielly,
Director of Education
and Secretary

ADDED RECOMMENDATIONS

GENERAL

6. RETIREMENTS

(a) That the resignations, for the purpose of retirement, of the following staff, effective as shown, be accepted with regret and that the Board's gratuity be paid:

Alfred George Hayward (Caretaking Staff), 1990 09 30
Nada Bundalovic (Cleaning Staff), 1990 08 18
Myrtle Rogers (Cleaning Staff), 1990 12 21

8. LEAVES

Maternal

(b) That the request of Paula Boothe, Administrative Staff, for a Maternal Leave of Absence, effective 1990 08 20 to 1990 12 14, in accordance with the Employment Standards Act, be granted.

Return from Leave of Absence

(a) Barbara Bakos (Cleaning Staff), 1990 09 10.

Education Centre
100 Main Street West
Hamilton, Ontario
1990 09 13

To The Chairman and Members
Personnel & Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

ELEMENTARY/SECONDARY

I have the honour to present the following recommendations for your approval:

1. PROBATIONARY STAFF APPOINTMENTS - Nil

2. PERMANENT STAFF APPOINTMENTS

Confirmations

(a) That the following be confirmed in the position stated, effective as shown, with salary according to the salary schedule:

Leo Aurini (Secondary Principal) 1990 09 01
Doris Boettger-Winsor (Elementary Principal) 1990 09 01
Donna Calder (Elementary Principal) 1990 09 01
Halina Sims (Elementary Principal) 1990 009 01
Charles Taylor (Elementary Principal) 1990 09 01
Charles Waterman (Elementary Principal) 1990 09 01
Jack Baxter (Secondary Vice-Principal) 1990 09 01
Joseph Bjegovich (Elementary Vice-Principal) 1990 09 01
Douglas Booth (Elementary Vice-Principal) 1990 09 01
Jane Evans (Elementary Vice-Principal) 1990 09 01
Susan Fox (Elementary Vice-Principal) 1990 09 01
Geza Kocsis (Secondary Vice-Principal) 1990 09 01
Marguerite Kula (Elementary Vice-Principal) 1990 09 01
Brenda Mohoruk (Elementary Vice-Principal) 1990 09 01
Donald Morrow (Elementary Vice-Principal) 1990 09 01
Dale Pyke (Elementary Vice-Principal) 1990 09 01
Cherie Gates (Secondary Alternative Educ. Program Leader) 1990 09 01
Terrance Stokoe (Elementary Alternative Educ. Program Leader) 1990 09 01
Terrence Ducarme (Head of Dept. - History) 1990 09 01
Cheryl Ende (Head of Dept. - EASL) 1990 10 18
Russell Evans (Head of Dept. - Boys' P.H.E.) 1990 09 01
Wendy Gordon-Forsyth (Head of Dept. - Art) 1990 09 01
Brian MacLean (Head of Department - Boys' P.H.E.) 1990 09 01
Robin Magill (Head of Dept. - Guidance) 1990 09 01
Dennis Monteith (Head of Dept. - History) 1990 09 01
Beverley McDonald (Head of Department - Girls' P.H.E.) 1990 09 01
Patricia Newton (Head of Department - English) 1990 09 01

Donald Ruddie (Head of Department - English) 1990 09 01
 Trevor Thomson (Head of Dept. - Mathematics) 1990 09 01
 Allen Whyte (Head of Department - History) 1990 09 01
 Lyle Gauley (Assistant Head of Dept. - English) 1990 09 01
 Michael Green (Assistant Head of Dept. - History) 1990 09 01
 Warren Johnson (Assistant Head of Department - Science) 1990 09 01
 Robert Simpson (Assistant Head of Department - Mathematics) 1990 09 01

(b) That Sharon Fisher be confirmed in the position of Administrative Assistant - Secondary School effective 1990 07 17.

3. PROMOTIONS

(a) That Arthur Joosse be promoted to the position of Acting Head of Department (Guidance), effective 1990 09 01, with salary according to the salary schedule. (Replacement)

4. INTERNAL APPOINTMENTS TO OTHER POSITIONS - Nil

5. TIMETABLE CHANGES

(a) That the following timetable changes be approved, effective 1990 09 01, with salary according to the salary schedule:

Increase

Bonnie Angelini (E) .5 to 1.0	Lynn Kuhn (E) .5 to 1.0
Janet Bard (E) .5 to 1.0	Colleen Kurtz (E) .5 to .7
Barbara Bentham (E) .7 to .8	Marguerite Larmand (S) 3/6 to 6/6
Rita Bertoldi (E) .5 to .6	Patricia Leeming (E) .5 to 1.0
Karen Bernyak-Bouwman (E) .5 to 1.0	Marion Liscombe (E) .5 to 1.0
Walter Bevan (E) .6 to .9	Diane Lumsden (E) .6 to .8
Robert Churchill (E) .5 to 1.0	Donna Marchand (E) .7 to .9
Anne Cliffe (E) .7 to .8	Sharon McCarroll (E) .5 to 1.0
Linda Cooper (E) .8 to 1.0	Jane McGall (S) 5/6 to 6/6
	Judy Meertens (E) .5 to 1.0
Irene Dewar (E) .5 to 1.0	Angela Mourtiopoulos (E) .5 to .7
Dina Diadamo (E) .5 to .7	Shirley Pauls (E) .5 to 1.0
Jean Dingwall (E) .5 to .6	June Peace (S) 4/6 to 6/6
Helen Donahoe (E) .5 to .6	Rebecca Post (E) .6 to 1.0
Laurie Gregory (E) .3 to .4	Heidemarie Rinas (S) 4/6 to 5/6
(3/3 Sem. 1. 2/3, Sem. 2)	
Kathleen Hann (E) .5 to 1.0	Lorraine Rivers (E) .8 to 1.0
Vicki Harmer (E) .5 to 1.0	Lynda Sherwood (E) .5 to 1.0
Kathleen Johnson (S) 3/6 to 4/6	Ellen Thompson (E) .5 to 1.0
(3/3 Sem. 1, 1/3 Sem. 2)	
Patricia Jessop (E) .5 to .6	Janice Thompson (E) .5 to 1.0

Decrease

Sheila Babb (S) 6/6 to 5/6
(2/3 Sem. 1, 3/3 Sem. 2)

Ghi Deans (S) 4/6 to 3/6
(F.T. Sem. 1 only)

Helen Demczuk (E) 1.0 to .5

Laura Dowling (S) 6/6 to 4/6

Norma Dreossi (S) 5/6 to 4/6

Magden Gall (E) 1.0 to .5

Scott Gregory (E) 1.0 to .6

Karen Hahn (E) 1.0 to .5

Ruth Hamel (E) 1.0 to .5

Jeannie Hughes (E) .5 to .4

Ellen Knapp (E) 1.0 to .6

Patricia Maginnis (E) 1.0 to .5

Robert Martin (E) 1.0 to .5

Wendy Martin (E) .4 to .2

Arde McGrane (E) 1.0 to .5

Elizabeth McQueen (S) 5/6 to 3/6
(F.T. Sem. 1 only)

Susan Moreau (E) 1.0 to .5

Nancy Parkhill (E) .9 to .8

Joanne Restivo (S) 5/6 to 4/6

Kathy Scarth (S) 4/6 to 3/6

(F.T. Sem. 1 only)

Ward Shipman (S) 6/6 to 5/6

(3/3 Sem. 1, 2/3 Sem. 2)

Carla Small (E) 1.0 to .5

Suzanne Solnick (E) 1.0 to .5

James Warren (S) 6/6 to 3/6

(1/3 Sem. 1, 2/3 Sem. 2)

Brenda Wisborg (S) 6/6 to 4/6

6. RETIREMENTS - Nil

7. RESIGNATIONS

(a) That the resignations of the following teachers, effective as shown, be accepted with regret:

Leonard Agostini (E), 1990 08 31

Andrea Mozarowski-Palijenko (S), 1990 08 31

Vera Rehill (E), 1990 10 01

(b) That the resignation of Francine James from the position of Lunchroom Assistant, effective 1990 08 27, be accepted with regret.

8. LEAVES

Maternal

(a) That the requests of the following teachers for Maternal Leaves of Absence, effective as shown, in accordance with conditions governing Maternal Leave, be granted:

Marilyn Brown (S), 1990 09 04 to 1990 10 31

Gylaine Fortin (E), 1990 09 24 to 1991 01 18

Lynn Howarth-McCue (E), 1990 10 01 to 1991 01 25

(b) That the request of Bonnie Good, Secondary School Clerical and Secretarial Staff, for a Maternal Leave of Absence, effective 1990 09 10 to 1991 01 04, in accordance with the Employment Standards Act, be granted.

Parental/Personal

(a) That the requests of the following teachers for Parental/Personal Leaves of Absence, effective as shown, be granted:

Sharon Beesley (E), 1990 10 20 to 1991 08 31 - Parental
Susan Fox (E), 1990 10 02 to 1991 01 31 - Parental
Silvio Massicci (E), 1990 09 10 to 1991 08 31 - Personal
Anita Ridderstap (E), 1990 09 01 to 1991 08 31 - Personal

(b) That the requests of the following staff for Personal Leaves of Absence, effective as shown, be granted:

Elizabeth Rinas, Educational Assistant Staff, 1990 09 04 to 1991 01 04
Irene Johnson, Secondary School Clerical and Secretarial Staff, 1990 09 04 to 1990 11 02

Leave Extensions

(a) That the requests of the following teachers for an extension of their Long Term Disability Leaves of Absence, effective 1990 09 01, be granted:

Douglas Burton (E)
Naomi Elvins (E)
Robert Hutchison (E)

Return from Leave of Absence

(a) (i) That the following teachers be returned from Leaves of Absence and assigned teaching duties, effective as shown:

Nancy Kowalchuk, Teaching Staff (E), .5, 1990 09 01
Marion Low, Teaching Staff (E), .5, 1990 09 01

(ii) That the timetables of the following teachers returning from Leaves of Absence, approved at the July meeting, be changed to the following:

Christine Fotheringham (E), .5
Jane Hashimoto-Banks (E) .5
Carrie Tyrosvoutis (E) .5

(b) That the following staff be returned from Leaves of Absence, effective as shown:

Charmaine Hanley, Educational Assistant Staff, 1990 09 04
Rosemary Lee, Educational Assistant Staff, 1990 09 04
Verna Dell, Administrative Staff, 1990 08 27
Irene Johnson, Secondary School Clerical and Secretarial Staff, 1990 07 30

9. OCCASIONAL STAFF APPOINTMENTS

(a) That the following teachers be appointed to the Occasional Staff, effective as shown, with salaries according to the salary schedule:

Patricia Adam (E), 1990 09 10 to 1991 06 27
Nishat Din (S), 1990 09 04 to further notice (1/3)
James Hand (S), 1990 09 04 to further notice
Donna Hudzieczko (E), 1990 09 24 to 1991 01 18
Sandra Leibo (E), 1990 02 26 to 1990 04 06
Louise Morissey (S), 1990 09 04 to further notice (2/3)
Susan Rodgers (E), 1990 09 04 to 1990 12 21
Pamela Stanton (E), 1990 09 04 to 1990 12 21

Respectfully submitted,

K. A. Rielly,
Director of Education
and Secretary

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Section 100 (1) of the Act provides that the Board shall have power to make regulations for the better administration of the Act and for the better management of the funds of the Board. The Board has exercised this power in relation to the management of the funds of the Board and in relation to the management of the funds of the Board.

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The Board has also exercised its power in relation to the management of the funds of the Board and in relation to the management of the funds of the Board.

ADDED RECOMMENDATIONS

ELEMENTARY/SECONDARY

1. PROBATIONARY STAFF APPOINTMENTS

(a) That Eileen Murgatroyd be appointed to the Probationary Staff, effective 1990 09 19 (S) (1/6 -- 1/3 Sem. 1 only), with salary according to the salary schedule.

5. TIMETABLE CHANGES

(b) That the timetable of Catherine Reid (E) be increased from .5 to 1.0, effective 1990 09 07, with salary according to the salary schedule.

7. RESIGNATIONS

(b) That the resignation of Sandra A. Dunsdon from the position of Educational Assistant, effective 1990 08 31, be accepted with regret.

8. LEAVES

Maternal/Parental

(a) That the request of Wanda Bielak-Montemurro (S), for a Maternal Leave of Absence, effective 1990 10 01 to 1991 01 25, be granted in accordance with conditions governing Maternal Leave and that this Leave be followed by a Parental Leave of Absence effective 1991 01 28 to 1991 01 31.

Return from Leave of Absence

(b) Kathleen Griffiths, Administrative Staff, 1990 09 12.

ADDED RECOMMENDATIONS

ELIGIBILITY REQUIREMENTS

1. PROFESSIONAL STATE REQUIREMENTS

(a) That those who are registered in the Professional State
effective from 1914 to 1915, and who are registered in
the same manner.

2. TECHNICAL REQUIREMENTS

(b) That the technical of the State (1) be passed from 1914
to 1915, with entry according to the same manner.

3. EDUCATIONAL REQUIREMENTS

(c) That the registration of the State A. (1) be passed from 1914
to 1915, with entry according to the same manner.

4. LEGAL REQUIREMENTS

5. FINANCIAL REQUIREMENTS

(d) That the request of the State (1) be passed from 1914
to 1915, with entry according to the same manner.
with technical requirements (1) be passed from 1914
to 1915, with entry according to the same manner.

6. FINANCIAL REQUIREMENTS

(e) That the request of the State (1) be passed from 1914
to 1915, with entry according to the same manner.

REQUEST FOR FOUR OVER FIVE PLAN

That the following request be approved:

(a) That approval be granted for the request of Katherine Conway to change the year of her Leave of Absence under the Salary Holdback Plan ("Four Over Five"), of the Elementary School Collective Agreement, from the 1995-96 school year to the 1994-95 school year.

MEMORANDUM FOR THE RECORD

That the following request be approved:

(a) That approval be granted for the request of the National Council to change the year of the issue of the Journal of the National Council from 1900 to 1901, as the National Council has decided to change the year of the issue of the Journal from 1900 to 1901.

URBAN/MUNICIPAL

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URBAN MUNICIPAL

OCT 17 1990

GOVERNMENT DOCUMENTS

A G E N D A

(Board of Ed.)

PERSONNEL & ORGANIZATION COMMITTEE

1990 10 11

Confirmation of the minutes of the last regular meeting of 1990 09 13.

GENERAL

BUSINESS ARISING OUT OF THE MINUTES:

1. Staffing Report
2. Report of the Affirmative Action Committee Page 1

NEW BUSINESS:

1. Recommendations of the Director of Education Page 2

ELEMENTARY/SECONDARY

NEW BUSINESS:

1. Recommendations of the Director of Education Pages 3 to 5
2. Requests for Four Over Five Plan Page 6
3. Hiring of an Administrative Assistant (Secondary) -
Requested by Trustee R. Stewart

THE NEW YORK

NEW YORK

REPORT OF THE
AFFIRMATIVE ACTION COMMITTEE

Present: M. Cunningham (Chairman); Trustees Bishop, Penner, A. Stewart and Clarke.

Also

Present: M. Sween (Visible Minority Representative), S. Joyce (H.P.A.), M. Stewart (formerly on Special Assignment to the Affirmative Action Office), S. Ophoven (OPSTF), L. Slade (Personnel Assistant, HRD) S. Mawson (Career Counsellor, HRD)

Officials

Present: B. Sinclair (Superintendent of Human Resources)
L. Sproule-Jones (Affirmative Action Co-ordinator)

The Committee recommends:

GENERAL

(a) That the title of Affirmative Action Co-ordinator be changed to Affirmative Action/Employment Equity Co-ordinator.

Respectfully submitted,

M. Cunningham,
Chairman

Committee Room
1990 09 17

REPORT OF THE
ATTORNEY GENERAL

1. The Commission on the Administration of Justice, created by the
Legislature in 1967, has the honor to submit to you this report.
The Commission was organized in 1967 and has since that time
been engaged in a study of the administration of the courts.
The Commission has held numerous public hearings and has received
many suggestions from the public. It has also conducted extensive
research into the problems of the courts.

2. The Commission believes that the most important
problem facing the courts is the delay in the trial of cases.
This delay is caused by many factors, including the shortage
of judges, the complexity of the cases, and the inefficiency
of the court system.

The Commission recommends:

RECOMMENDATIONS

(a) That the Legislature create a Judicial Council to
administer the courts and to recommend to the Legislature
the number of judges to be appointed.

(b) That the Legislature create a Judicial Training Institute
to provide training for judges and court personnel.

Very truly yours,
Attorney General

Respectfully,
1968 05 17

Education Centre
100 Main Street West
Hamilton, Ontario
1990 10 11

To The Chairman and Members
Personnel & Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

GENERAL

I have the honour to present the following recommendations for your approval:

1. PROBATIONARY STAFF APPOINTMENTS - Nil

2. PERMANENT STAFF APPOINTMENTS

Confirmations

(a) That the following staff be confirmed in the position stated, effective as shown:

John Moffat (Secondary School Foreman), 1990 10 02

3. PROMOTIONS - Nil

4. INTERNAL APPOINTMENTS TO OTHER POSITIONS - Nil

5. TIMETABLE CHANGES Nil

6. RETIREMENTS

(a) That the resignation of the following staff, for the purpose of retirement, effective as shown, be accepted with regret and that the Board's gratuity be paid:

Edwin Danby (Caretaking Staff), 1990 12 31

James Weir (Caretaking Staff), 1990 10 31

(b) That the resignation of the following staff, for the purpose of retirement, effective as shown, be accepted with regret:

Rose Hill (Cleaning Staff), 1990 09 24

7. RESIGNATIONS - Nil

8. LEAVES

Return from Leave of Absence

(a) That the following staff be returned from Leaves of Absence, effective as shown:

Jean Friesen (Administrative Staff), 1990 10 29

Joanne Kendall (Administrative Staff), 1990 10 22

Linda Sheppard (Administrative Staff), 1990 10 01

9. OCCASIONAL STAFF APPOINTMENTS - Nil

Respectfully submitted,

K. A. Rielly,
Director of Education
and Secretary

To The Chairman and Members
of the Ontario Education
Board of Education

Dear Sirs:

REVENUE

I have the honor to present the following recommendations for your approval:

1. PROPOSED STATE APPROPRIATION - \$0

2. PROPOSED STATE APPROPRIATION - \$0

3. PROPOSED STATE APPROPRIATION - \$0

(a) That the following staff be employed in the position stated, effective as shown:

John Miller (Administrative Staff), 1980 to 81

4. PROPOSED STATE APPROPRIATION - \$0

5. PROPOSED STATE APPROPRIATION - \$0

6. PROPOSED STATE APPROPRIATION - \$0

7. PROPOSED STATE APPROPRIATION - \$0

(b) That the resignation of the following staff, for the purpose of retirement, effective as shown, be accepted with regret and that the Board's accounts be paid:

John Miller (Administrative Staff), 1980 to 81

John Miller (Administrative Staff), 1980 to 81

(c) That the resignation of the following staff, for the purpose of retirement, effective as shown, be accepted with regret:

John Miller (Administrative Staff), 1980 to 81

8. PROPOSED STATE APPROPRIATION - \$0

9. PROPOSED STATE APPROPRIATION - \$0

10. PROPOSED STATE APPROPRIATION - \$0

(d) That the following staff be referred from leave of absence effective as shown:

John Miller (Administrative Staff), 1980 to 81

John Miller (Administrative Staff), 1980 to 81

John Miller (Administrative Staff), 1980 to 81

11. PROPOSED STATE APPROPRIATION - \$0

Respectfully submitted,

E. A. Smith,
Director of Education

Education Centre
100 Main Street West
Hamilton, Ontario
1990 10 11

To The Chairman and Members
Personnel & Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

ELEMENTARY/SECONDARY

I have the honour to present the following recommendations for your approval:

1. PROBATIONARY STAFF APPOINTMENTS

(a) That the following teacher(s) be appointed to the Probationary Staff, effective as shown, with salary according to the salary schedule:

Laura Helt (E) Section 27, 1990 10 19 (.5)
Lyn E. Wright (S), 1990 10 19

(b) That the following be appointed to the position stated, effective as shown:

Susan Ferrari (Attendance Clerk), Secondary School Clerical and Secretarial Staff (Level 1 - maximum salary \$467.30 per week), 1990 10 01, with salary according to the Collective Agreement. (Replacement)

2. PERMANENT STAFF APPOINTMENTS - Nil

3. PROMOTIONS - Nil

4. INTERNAL APPOINTMENTS TO OTHER POSITIONS

(a) (i) That Maxine Martineau (E) be appointed to the position of Special Education Consultant - Area 1, for a three year term, effective 1990 10 19, with salary according to the salary schedule. (Replacement)

(ii) That Robert Russ (E) be appointed to the position of Junior Consultant - Area 3, effective 1990 10 18 to 1991 06 30. (Replacement)

5. TIMETABLE CHANGES

(a) (i) That the following timetable change(s) be approved, effective as shown, with salary according to the salary schedule:

Increase

Deanna Babcock (E) .5 - 1.0, 1990 09 01
Gabrielle DiFrancesco (E) .5 - .8, 1990 09 01
Ruth Anne Hamel (E) .5 - 1.0, 1990 10 01
Esther Hurden (E) .4 - .6, 1990 09 01
Claudia Maerz (E) .5 - .7, 1990 10 01
Nancy McMartin (E) .5 - 1.0, 1990 09 01
Jean Murray (E) .8 - 1.0, 1990 09 01
Clodette Perri (S) 3/6 to 4/6 (2/3 Sem. 1 and Sem. 2), 1990 10 05
Wenda Tulloch (E) .5 - 1.0, 1990 09 01
Jane Wolfenberg (E) .6 - 1.0, 1990 09 01

Decrease

Jane Vince (S) 6/6 to 4/6 (2/3 Sem. 1 and Sem. 2), 1990 09 01

(ii) That the timetable increase of Donna Marchand (E) from .7 to .9, approved at the September meeting be rescinded.

6. RETIREMENTS

(a) (i) That the resignation(s) of the following teacher(s), retiring on superannuation, effective 1991 06 30, be accepted with regret and that the Board's gratuity be paid:

Walter Rupprecht (S)

7. RESIGNATIONS - Nil

8. LEAVES

Maternal

(a) (i) That the request of the following teacher(s) for Maternal Leave(s) of Absence, effective as shown, be granted in accordance with conditions governing Maternal Leave:

Josephine Berardo (E), 1990 11 19 to 1991 03 15

Laura Manente (E), 1990 11 05 to 1991 03 01

Christine Rees (E), 1990 10 29 to 1991 02 22

Doris Viastikopoulos (E), 1991 01 07 to 1991 05 03

Carol Zapotchny (E), 1990 10 01 to 1991 01 25

(ii) That the effective dates of the Maternal Leave(s) of Absence granted to the following teacher(s) at a previous meeting be changed:

Kimberley Carlsen (E), 1990 09 04 to 1990 12 31

(b) That the request of the following staff for a Maternal Leave of Absence, effective as shown, be granted in accordance with the Employment Standards Act:

Tanya Crapsi (Administrative Staff), 1990 12 10 to 1991 04 05

Maternal/Parental

(a) (i) That the request of the following teacher(s) for Maternal Leave(s) of Absence, be granted in accordance with conditions governing Maternal Leave and that the Leave(s) be followed by Parental Leave(s) of Absence, effective as shown:

Wendy Martin (E), 1990 11 12 to 1991 04 14

(ii) That the effective dates of the Maternal/Parental Leave(s) of Absence granted to the following teacher(s) at a previous meeting be changed:

Wanda Bielak-Montemurro (S), 1990 09 18 to 1991 01 31

Adoption

(a) That the request of the following teacher(s) for an Adoption Leave of Absence, effective as shown, be granted:

Fern Zimmerman (E), 1990 09 18 to 1991 01

Secondments

(a) That the request of the Ministry of Education for the secondment of Sharyn Panchuk to the Trillium School, effective 1990 11 01 to 1991 06 30, be granted.

Leave Extensions

(a) That the request of the following teacher(s) for an extension of their Leave of Absence, effective as shown, be granted:

June Outram (E), 1990 09 01

Return From Leave of Absence

(a) That the following teacher(s) be returned from Leave of Absence and assigned teaching duties, effective as shown:

Jane Ann Roberts (E), 1990 09 01

9. OCCASIONAL STAFF

(a) That the following teacher(s) be appointed to the Occasional Staff, effective as shown, with salary according to the salary schedule:

Fern Bachmann (E), 1990 09 07 to 1990 10 01 (1.0)
1990 10 02 to further notice (.5)
Antony Black, 1990 09 11 to further notice
Brian Bowman (S), 1990 09 10 to further notice
Rita Corsini (E), 1990 10 29 to 1991 02 22 (.5)
Angela Cutulle (E), 1990 09 10 to further notice
Silvia D'Agruma (S), 1990 09 17 to 1990 12 21
Barbara Eggert (E), 1990 11 05 to 1991 03 03 (.5)
Leslie Francey (E), 1990 09 18 to 1991 01 14
Ilse Gieselmann (E), 1990 09 04 to further notice (.5)
Robert Gilbank (S), 1990 10 09 to 1991 01 31 (2/3)
Cynthia Goodridge (E), 1990 09 17 to further notice
Thomas Lowden (S), 1990 09 24 to to further notice
Alice Ronhaar (E), 1990 09 04 to further notice
Radia Younes (S), 1990 09 17 to 1991 01 31

Respectfully submitted,

K. A. Rielly,
Director of Education
and Secretary

Ally

(a) That the request of the Government for an extension of the period of the contract for the supply of the goods is not granted.

(b) That the request of the Government for an extension of the period of the contract for the supply of the goods is not granted.

Decision

(c) That the request of the Government for an extension of the period of the contract for the supply of the goods is not granted.

(d) That the request of the Government for an extension of the period of the contract for the supply of the goods is not granted.

(e) That the request of the Government for an extension of the period of the contract for the supply of the goods is not granted.

Annex (E) 122 02 01

Annex (E) 122 02 01

(f) That the request of the Government for an extension of the period of the contract for the supply of the goods is not granted.

Annex (E) 122 02 01

Annex (E) 122 02 01

(g) That the request of the Government for an extension of the period of the contract for the supply of the goods is not granted.

Annex (E) 122 02 01

Annex (E) 122 02 01

Annex (E) 122 02 01

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Annex (E) 122 02 01

Annex (E) 122 02 01

Annex (E) 122 02 01

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Annex (E) 122 02 01

Annex (E) 122 02 01

Annex (E) 122 02 01

REQUESTS FOR FOUR OVER FIVE PLAN

(a) That approval be granted for the requests of the following teachers for a Leave of Absence under the Salary Holdback Plan ("Four Over Five") of the Collective Agreement, effective as shown:

Jacqueline Norris (S), (2nd Sem.), 1993 02 01 to 1993 06 30
Jane Easden (E), 1994 09 01 to 1995 06 30
Tracey Mollon (E), 1994 09 01 to 1995 06 30
Lesley Fraser (S), (2nd Sem.), 1993 02 01 to 1993 06 30
Jean Donaldson (S), (2nd Sem.), 1993 02 01 to 1993 06 30
Debbie Maxwell (E), 1994 09 01 to 1995 06 30
Ross Kyler (S), (1st Sem.), 1993 09 01 to 1994 01 31
Lorena Koike-Woods (E), 1994 09 01 to 1995 06 30
Linda Charko (E), 1994 09 01 to 1995 06 30

NOV 12 1990

GOVERNMENT DOCUMENTS

A G E N D A

PERSONNEL & ORGANIZATION COMMITTEE

CB. of Ed.]

1990 11 08

URBAN/MUNICIPAL

Confirmation of the minutes of the last regular meeting of 1990 10 11.

GENERAL

BUSINESS ARISING OUT OF THE MINUTES:

- | | | |
|----|--|---------------|
| 1. | Evaluation of SALEP/Educational Assistant | Pages 1 to 4 |
| 2. | Evaluation of Job Coach, Transitional Work Experience (formerly Operation Employability) | Pages 5 to 11 |
| 3. | Report re Travel Allowance Schedule | |

NEW BUSINESS:

- | | | |
|----|--|----------------|
| 1. | Recommendations of the Director of Education | Pages 12 to 13 |
| 2. | Report on Staffing 1990-91 | Pages 14 to 27 |
| 3. | Review of Procedures for Selecting Supervisory Officers | Pages 28 to 30 |
| 4. | Performance Review Instrument - Director of Education | Pages 31 to 36 |
| 5. | Report of the Supervised Alternative Learning for Excused Pupils (SALEP) Committee | Page 37 |

ELEMENTARY/SECONDARY

NEW BUSINESS:

- | | | |
|----|--|----------------|
| 1. | Recommendations of the Director of Education | Pages 38 to 40 |
|----|--|----------------|

The Board of Education
for the City of Hamilton
100 Main St., West
Hamilton, Ontario
L8N 3L1

1990 11 08

To: The Chairman and Members
Personnel and Organization Committee
The Board of Education for the City of Hamilton

Ladies and Gentlemen:

Re: Educational Assistant S.A.L.E.P.

BACKGROUND

Students that come before the S.A.L.E.P. subcommittee are generally suffering from very low self esteem because of a multitude of forces that have impinged on their lives. In order to reestablish a new level of confidence they require much individual attention. Although these students appear to understand the goals of counselling while in the S.A.L.E.P. office, they have great difficulty transferring this knowledge to their efforts in the outside world -- i.e. filling out application forms, job searching, etc. A staff member (Educational Assistant) was needed to assist in this regard. Such an approach is supported by the research findings of Dr. Dan Offord of Chedoke Child and Family Clinic. He found that the professionals have to continually reach out and support children such as these in order to keep them engaged in activities.

The concept and necessity of this position was presented to the S.A.L.E.P. Committee in the fall of 1988. The direction at that time was to prepare a role description for the next S.A.L.E.P. Committee Meeting. This was prepared and accepted at the meeting in the fall of 1989. One of the suggestions at this time was to build in a 6 month review.

The Board gave approval for this position on January 18, 1990. Discussion followed with staff from the Human Resources Department and representatives of O.P.E.I.U. in order to determine the best "vehicle" to use to fill the position -- i.e.: a Job Experience Placement, a Special Assignment, etc. Interviews were held and Karen Dell assumed this position on March 26, 1990.

Chairman & Members
Personnel and Organization Committee

UPDATE

At this time, we wish to present this 4 month update on the Educational Assistant's Role in the S.A.L.E.P. process.

Much of the role involves going out with the student, either individually or in small groups, in order to assist the student in obtaining a job. This requires both coaching and modeling on the part of the Educational Assistant.

The Educational Assistant:

- will follow up on the instructions that were given during group sessions,
- will assist the student in filling out application forms correctly,
- will accompany the student to a new educational alternative,
- will demonstrate how to respond appropriately in an interview situation, and
- will help the student in life skills endeavors such as obtaining a Social Insurance Number or Birth Certificate, opening up a bank account, etc.

Because of this recognized supervised approach and the resulting success of the students, we continue to develop a "bank of potential employers" who are prepared to take a chance on these high risk students.

Similar strategies are used to help the student "bridge" the transition from the S.A.L.E.P. Job Search/Life Skills program to such community programs as the John Howard Society, Winter W.O.W. Program and the various Youth Employment Programs.

There is a great deal of paper work attached to the S.A.L.E.P. role. The Board must be able to authenticate which of its students are on S.A.L.E.P. in order to get the appropriate grants. Also every student who is working has to be covered by Workers' Compensation either through the Ministry of Education or through the Employer. The complicating factor to these two tasks is that every time a student on S.A.L.E.P. changes jobs, new forms have to be filled out and they all require multiple signatures. Because of the involvement of the Educational Assistant, we are better able to keep this important function under control. Examples of the aforementioned paper work include: Documents of Approval, Interim Contracts (Job Search/Life Skills), Workers' Compensation Agreement and Correspondence Application Forms.

Chairman & Members Personnel and Organization Committee

UPDATE

cont..

Working with groups of students on S.A.L.E.P. is a most demanding task. On some occasions, group work can be more productive and controllable if the group has co-leaders. The Educational Assistant who is presently holding this position has the skills to assist in this regard when required (i.e.: 10 years experience in a behaviour class).

STATISTICAL REPORT

- Attached to this report is table #1 which documents on a monthly basis the work that has been done by the Educational Assistant/S.A.L.E.P.

FINANCIAL IMPLICATIONS

When this position was posted as a special assignment, the successful candidate carried the "grade and job class" from their previous position. (The present incumbent was rated as a grade 4 coming from a Junior Kindergarten program.) We are presently in the process of having this position evaluated in this regard by Pay Equity Staff. However, the salary range on a 35 hour week seems to be from \$17,584 to \$19,642 on a yearly (40 week) basis using the present contract agreement.

IN SUMMARY

The S.A.L.E.P. Program attempts to meet the special needs of a select group of 14 and 15 year old students. Our S.A.L.E.P. Consultant/Social Worker needed a resource who would assist in a practical way in the transition from office counselling and instruction to actual employment. Students and families benefit directly from this approach. Of equal importance is the fact that we are better able to meet the requirements for the S.A.L.E.P. role legislated by such parties as the Ministry of Education, Workers' Compensation, and the Occupational Health and Safety Act.

Chairman & Members
Personnel and Organization Committee

RECOMMENDATION

- (1) That the Educational Assistant/S.A.L.E.P. position become a permanent position attached to the S.A.L.E.P. program.

Prepared by:

Bryan Schofield
Coordinator
Adjustment Services

Submitted by:

Darrel Skidmore
Superintendent
of Program

Approved by:

Keith A. Rielly
Director & Secretary
of the Board

The Hamilton Board of Education
for the City of Hamilton
100 Main St., West
Hamilton, Ontario

1990 11 08

To: Chairman and Members
Personnel & Organization Committee
Education Centre

Ladies & Gentlemen:

Re: Transitional Work Experience Program
(T.W.E.P.)

BACKGROUND

The pilot project **OPERATION EMPLOYABILITY**, a joint venture involving the three local Boards of Education and The Industry Education Council, concluded in June, 1989.

Each Board of Education subsequently incorporated the principles of the project into its programming for developmentally handicapped and physically handicapped senior students.

As a result, the board hired a job coach for a two year period commencing January 1, 1989, to assist these students in the transition towards gainful employment through the enhancement of job related skills.

TRANSITIONAL WORK EXPERIENCE PROGRAM

The Transitional Work Experience Program, (formerly Operation Employability) a "school-to-work transition program" operates in high schools containing satellite programs, (Trainable Retarded & Physically Impaired).

This program augments the in-school curriculum. The job coach provides support in the work environment with the goal of increasing independence through community based experiences.

ADVANTAGES

This Program:

- Teaches and reinforces social skills
- Helps students develop appropriate behaviour and attitude
- Develops and/or improves interviewing skills
- Improves student communicational skills
- Increases student confidence while interacting with adults
- Increases student independence
- Improves student hygiene and appearance
- Allows students to generalize learnings in a work place setting
- Heightens student knowledge of safety and health regulations
- Makes students aware of small businesses and their specific roles
- Increases student knowledge of public transit
- Improves student protective vocabulary

PROGRAM STATISTICS

	# of Students	(approx.) # of Employers
1988 - 1989	5	12
1989 - 1990	17 (5 graduates*)	25
1990 - 1991	14	35**

* Currently 4 out of 5 of these graduates are involved in community based work experience programs. Having this experience has eased their transition, increased their independence and has enabled them to become active members of our community.

** Recruiting employers is an ongoing process; a projection of 50 - 60 employers in the Job Bank is anticipated by June 1991.

PRESENT & PROJECTED STATUS

T.W.E.P. IS PRESENTLY SERVICING 14 STUDENTS

SCHOOLS	CURRENT	PROJECTED	TOTAL
Hill Park Secondary School	3	6	9
Westdale Secondary School	3	4	7
Sir Winston Churchill S.S.	3	4	7
Sherwood Secondary School	5	1	6
		TOTAL	29

EXPLANATION:

The Projected Numbers indicate students being considered for placements

- 1) at present
- 2) within the next educational year.

This does not include new students who may enter the Satellite Program and may be appropriate for work experience. In addition, where current Work Experience Programs in our Secondary Vocational Schools prove to be too demanding for certain students in terms of supervision and required number of hours, the Transitional Work Experience Program has been utilized.

It should be noted, that to maximize the effectiveness of this Job Coach's Role, a maximum caseload of 14 - 16 students be maintained.

CURRENT STATUS

The aforementioned two year contract for the position of JOB COACH is to be reviewed by December 1990. It is critical that this position be included in the 1991 budget and become a permanent position within the Board of Education.

FINANCIAL IMPLICATIONS

Salary range from \$27,217 to \$29,917.

SUMMARY

Public school curricula for moderately and severely handicapped adolescents and young adults is changing. Recent trends have been away from specific curricular goals on the basis of developmental age, toward instruction of chronologically age-appropriate skills students need to meet the demands of their community environments. Deficits in student performance during the school years and beyond suggest that this skill instruction must be conducted in real world settings, in the presence of non handicapped people, and using naturally occurring materials and situations.

Moderately and severely handicapped individuals have difficulty generalizing skills from an artificially structured environment to the numerous natural environments within the community, and the Transitional Work Experience Program is a major strategy for bridging these environments.

RECOMMENDATION

IT IS RECOMMENDED THAT:

**The position of JOB COACH become a permanent position
attached to the Transitional Work Experience Project.**

Prepared by:

Susan Holden
Eric Hipkiss
Robert Adams

Submitted by:

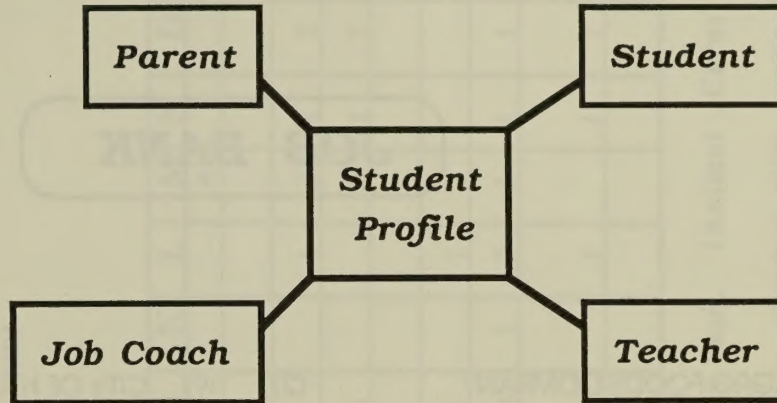
Darrel Skidmore
Superintendent of Program

Approved by

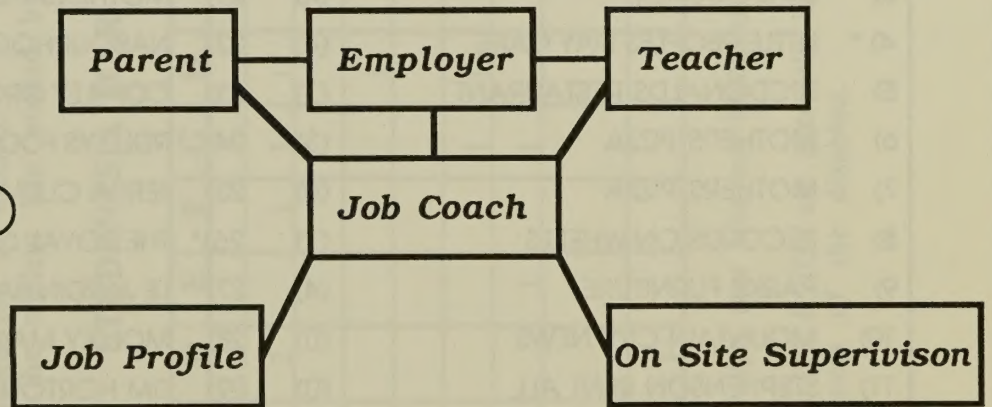
Keith A. Rielly
Director of Education
and Secretary

TRANSITIONAL WORK EXPERIENCE PROGRAM

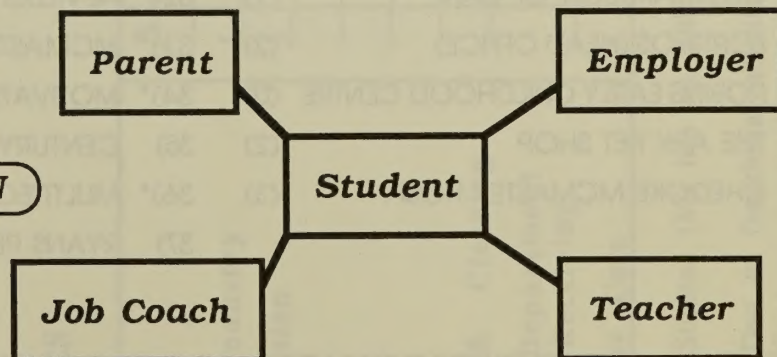
DEVELOPMENT



IMPLEMENTATION



REVIEW/EVALUATION



- Ongoing communication throughout the entire process is maintained with the designated Board Liaison.

TRANSITIONAL WORK EXPERIENCE PROGRAM

JOB BANK

1) AGRO FOODS COMPANY	(2)	19) CITY OF HAMILTON GARAGE	(4)
2) * CHAPS RESTAURANT	(4)	20) MCDONALDS RESTAURANT	(2)
3) DIAL COURIER	(4)	21) MOTHERS PIZZA	(2)
4) * LITTLE PEOPLES DAY CARE	(4)	22) NABOURHOOD HOME HARDWARE	(5)
5) MCDONALDS RESTAURANT	(1)	23) COPPLEY GROUP	(0)
6) MOTHERS PIZZA	(3)	24) REILLEYS FOOD PROCESSING	(6)
7) MOTHERS PIZZA	(0)	25) TERRA CLEANING SERVICES	(1)
8) RECORDS ON WHEELS	(1)	26)* THE ROYAL CONNAUGHT HOTEL	(6)
9) PARKS FURNITURE	(4)	27) LE JARDIN BALLOONS	(0)
10) MOUNTAIN CITY NEWS	(0)	28) MOLLEY MAID SERVICES	(0)
11) STEPHENSON RENT ALL	(0)	29) TIM HORTON DONUTS	(2)
12) FRASERS PET SHOP	(1)	30) PUMPKIN PATCH DAY CARE	(2)
13) * RAYS PLACE CAFE	(4)	31)* DUNDURN HOME HARDWARE	(0)
14) CELLULAR TECH. OF CAN.	(1)	32)* NEVILLES FURNITURE SHOP	(1)
15) FORTINOS (HEAD OFFICE)	(2)	33)* MCMASTER VOLUNTEERS	(1)
16) * ROBINS EARLY CHILDHOOD CENTRE	(0)	34)* MOTIVATION IND.EQUIP.	(2)
17) THE ARK PET SHOP	(2)	35) CENTURY FURNITURE	(0)
18) * CHEDOKE MCMASTER HOSP.	(3)	36)* MULTITECH SOUND WAREHOUSE	(2)
		37) RYANS PET FOOD TERMINAL	(0)

***NOTE:**

**EMPLOYERS INDICATED ARE CURRENTLY INVOLVED.
NUMBER IN BRACKETS STATES THE NUMBER OF STUDENTS
WHO HAVE UTILIZED THAT PLACEMENT THROUGHOUT THE
PROGRAM.**

TRANSITIONAL WORK EXPERIENCE PROGRAM

PLACEMENT PLANNING

A student's placement entails planning and preparation from the Job Coach and the teacher. A placement is chosen on the basis of the student's needs, interests and abilities.

This procedure ensures that the student gains numerous skills in a variety of work settings. This chart lists the student's placement by job types. This job bank has been categorized as follows:
(Each number represents the number of placements the student has worked by job type)

JOB TYPES

STUDENTS A TO R

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
Restaurant Industry													*			*	*	
Food Preparation	1		1	2		1	1	1										1
Retail Sales	3		1									1	2	1	2			
Clerical		2						1		1			1	1	1			1
Garage									1									
Maintenance & Cleaning							1	1		1		1	1					
Purchasing Department																		
Shipping & Receiving		1	3		1		1			3	1	2	1	1	1			
Child Care, Day Care		1					1					1		1	1			
	1			1														

* Please Note: Student (M) has an additional job type that was not included on this chart. (Animal Care)

* Please Note: Due to functional abilities students (P) & (Q) are presently involved in advocacy roles among Day Care Centres, increasing attitude awareness of the disabled.

Education Centre
100 Main Street West
Hamilton, Ontario
1990 11 08

To The Chairman and Members
Personnel & Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

GENERAL

I have the honour to present the following recommendations for your approval:

1. PROBATIONARY STAFF APPOINTMENTS - Nil

2. PERMANENT STAFF APPOINTMENTS

Confirmation

(a) That the following staff be confirmed in the position stated, effective as shown:

John Vasilyadis (Mechanical/Electrical Draftsperson), 1990 10 30

3. PROMOTIONS

(a) That the following staff be promoted to the position stated, effective as shown, with wage rate according to the Collective Agreement:

Karen Clarke, Assistant Caretaker (Probationary Caretaking and Maintenance Staff), 1990 10 29 (Replacement)

Carol MacDonald, Assistant Caretaker (Probationary Caretaking and Maintenance Staff), 1990 10 29 (Replacement)

4. INTERNAL APPOINTMENTS TO OTHER POSITIONS - Nil

5. TIMETABLE CHANGES - Nil

6. RETIREMENTS

(a) That the resignation of the following staff, for the purpose of retirement, effective as shown, be accepted with regret and that the Board's gratuity be paid:

Audrey Kershaw (Administrative Staff), 1990 12 31

Roy G. Sheppard (Caretaking Staff), 1991 02 28

7. RESIGNATIONS

(a) That the resignation of the following staff, effective as shown, be accepted with regret:

M. Ghislaine Mackie (Cleaning Staff), 1990 10 19

8. LEAVES

Maternal

(a) That the request of the following staff for a Maternal Leave of Absence, effective as shown, be granted in accordance with the Employment Standards Act:

Dr. Marie Bountrogianni (Administrative Staff), 1991 02 04 to 1991 05 31

Personal

(a) That the requests of the following staff for Personal Leaves of Absence, effective as shown, be granted:

Nettie Allen (Administrative Staff), 1990 11 12 to 1991 06 30

Judy Dalmer (Educational Assistant Staff), 1991 05 06 to 1991 06 30

Marilyn Stennick (Educational Assistant Staff), 1991 01 01 to 1991 12 31

Leave Extension

(a) That the request of the following staff for an extension of a Personal Leave of Absence, effective as shown, be granted:

Irene Johnston (Secondary School Clerical and Secretarial Staff),
1990 11 05 to 1991 01 04

Return from Leave of Absence

(a) (i) That the following staff be returned from Leaves of Absence, effective as shown:

Anne Norman (Administrative Staff), 1990 11 05

Mary Ellen Riddell (Administrative Staff), 1990 11 16

(ii) That the effective date of return from Leave of Absence granted to the following staff at the October meeting be changed:

Joanne Kendall (Administrative Staff), 1990 10 01

9. OCCASIONAL STAFF APPOINTMENTS - Nil

Respectfully submitted,

K. A. Rielly,
Director of Education
and Secretary

rt

The Board of Education for the City of Hamilton
 Le Conseil de l'éducation de la ville de Hamilton

100 Main Street West
 Hamilton, Ontario
 Telephone (416) 527-5092
 Fax (416) 521-2536



100 ouest, rue Main
 Hamilton (Ontario)
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 Fac-similé (416) 521-2536

Human Resources Department
 8 November 1990

Service des ressources humaines

To the Chairman and Members
 Personnel and Organization Committee
 Board of Education
 Hamilton, Ontario

Ladies and Gentlemen:

RE: STAFFING REPORT 1990-91

Background:

Each year the officials submit to the Board a report on staffing statistics compiled by the Research Services Department and Human Resources Department for the information of the trustees.

The attached statistics reflect enrolments and staffing as of September 30, 1990:

ELEMENTARY STAFFING

Every effort has been made to staff the schools in order to meet the educational needs of the students.

In attempting to achieve the average class size by division as outlined in the collective agreement, the following factors cause difficulty in maintaining program integrity when applying the system-wide staffing formula:

- ◆ reduction of 1 class in a division can result in average class sizes exceeding 30.
- ◆ number of IPRC students has been increasing, especially in the middle schools.
- ◆ avoidance of split grade classes in middle schools.
- ◆ compensatory education programs

Mailing Address
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 L8N 3L1

Adresse postale
 C.P. 2558
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 L8N 3L1

- ◆ small enrolment schools
- ◆ small middle school organizations
- ◆ integration of GLD, SLD, BE and ESL students into regular classes.

The Board continues to be in a hiring position as a result of retirements, resignations, increased enrolment, collective agreement requirements, and ministry direction.

- ◆ hired for the 1988-89 school year: 188
- ◆ hired for the 1989-90 school year: 176
- ◆ hired for the 1990-91 school year: ..86

The lower hiring figure for this year can be attributed to:

- ◆ French Core program is now fully implemented.
- ◆ maintaining the grade 1/2 average class size at 22:1
- ◆ fewer retirements and resignations
- ◆ greater number of teachers returning from leaves than going on leave
- ◆ increased number of part-time teachers requesting full-time status

The following guidelines taken from the collective agreement were used in staffing for the 1990-91 school year:

Junior Kindergarten (article 20.01)

"As of October 1, the average class size across the system for Junior Kindergarten shall not exceed 19. In no case shall the class exceed 23."

The active average class size for Junior Kindergarten on:

September 30, 1990 =	17.92
September 30, 1989 =	17.63
September 30, 1988 =	17.87

Senior Kindergarten (article 20.01)

"As of October 1, the average class size across the system for Senior Kindergarten shall not exceed 21.5. In no case shall the class size exceed 28."

The actual average class size for Senior Kindergarten on

September 30, 1990 =	19.39
September 30, 1989 =	19.19
September 30, 1988 =	19.26

Grade Classes (article 20.02)

"Effective September 1, 1989, the city-wide average class size by division shall not exceed:"

Primary	24.75
Junior	26.15
Intermediate	27.50

The actual average class size for:

	<u>Sept. 30, 1990</u>	<u>Sept. 30, 1989</u>
Primary	22.77	22.82
Junior	25.09	25.3
Intermediate	25.30	24.99

Ministry of Educational Average Class Size Target - Grade 1/2:

<u>Year</u>	<u>ACS</u>	<u>Hamilton Board</u>
1988	24	24.02
1989	22	22.31
1990	20	22.29

Elementary Enrolment:

1990	25,812
1989	25,476
1988	25,007

The increase in enrolment will continue for at least the next few years, as our intake into grade one continues to exceed the number of students graduating from grade eight.

The Research Department preliminary forecast for September 30, 1991, elementary is 26,022.

Elementary Teaching Staff:

1990	1,617
1989	1,576
1988	1,484

SECONDARY SCHOOL STAFFING

For the second consecutive year no probationary teaching staff members had their contracts terminated in May. As a result, no teachers were designated for placement with the Separate School Board.

The Board continues to be in a hiring position as a result of retirements, resignations, increased enrolment, and collective agreement requirements:

hired for the 1988-89 school year:.....	45
hired for the 1989-90 school year:.....	76
hired for the 1990-91 school year:.....	41

Again this year, it will be necessary to show the two types of staffing formula as the Board and District continue to negotiate and change the direction of staffing from a PTR method to a Component Model method.

(i) **PTR - Pupil/Teacher ratio**

This method uses total student enrolment compared to the total teaching staff. The terms of the collective agreement state:

- | | |
|--------------------------------|--------------------|
| (a) Composite..... | not to exceed 17.1 |
| (b) Alternative Education..... | not to exceed 17.1 |
| (c) Vocational..... | not to exceed 12.1 |

For the 1990-91 school year, there are no composite schools being staffed using the PTR method. There are two vocational secondary schools being staffed by the PTR method, Caledon and Crestwood.

PTR collective agreement schools:

The two vocational secondary schools
as of September 30, 1990:..... 11.6

Note:

The PTR for Vanier secondary school
as of September 30, 1990:..... 13.4

(ii) Component Staffing Model

According to the model, each school is staffed by fixed formula components for the classroom teaching staff and the non-instructional teaching staff.

All Composite Secondary Schools are staffed in accordance with article 25 (component staffing) of the collective agreement with the exception of Delta. Delta was staffed in a similar manner to the other composite schools but on a flexible one year tri-level pilot model.

The two vocational secondary schools, Ainslie Wood and Parkview, have continued on the component staffing method.

Article 25:

"Each composite school shall be staffed annually as of September 30 according to the following average class loading:"

- ◆ 26 students in an advanced level academics class
- ◆ 24 students in a general level academic class
- ◆ 17 students in a basic level academic class
- ◆ 18 students in a composite technical class
- ◆ 15 students in an ESL class

Component staffing for September 30, 1990 for all eleven composite secondary schools:

◆ Advanced level	25.4
◆ General level	24.2
◆ Basic level.....	16.0
◆ Technical level	17.7
◆ ESL.....	15.3

The non-instructional staff consists of principals, vice-principals, and lines for department heads, guidance teachers, library, discretion, co-op, LRT, GLRT, computer, and BTO. The component staffing model was followed precisely in allocating non-instructional staff to each composite school.

"Each Vocational Secondary School will be staffed annually as of September 30, according to the following average class loadings:"

- ◆ 23 students in a general level academic class
- ◆ 17 students in a basic level academic class
- ◆ 16 students in a vocational technical class

Component staffing for September 30, 1990 for the two vocational secondary schools:

- ◆ General level..... nil
- ◆ Basic level..... 16.4
- ◆ Technical level..... 15.1

The component staffing model was followed precisely in allocating staff to each vocational school in the non-instructional staff.

Secondary School Enrolment:	<u>1988</u>	<u>1989</u>	<u>1990</u>
Composite	12,197	12,343	12,708
Vocational	1,598	1,453	1,174
Vanier	<u>423</u>	<u>411</u>	<u>406</u>
	<u>14,218</u>	<u>14,207</u>	<u>14,288</u>

Secondary Teaching Staff:	<u>1988</u>	<u>1989</u>	<u>1990</u>
Composite	765	776	825
Vocational	158	142	117
Vanier	<u>33</u>	<u>34</u>	<u>33.5</u>
	<u>956</u>	<u>952</u>	<u>975.5</u>

RECOMMENDATION:

That this report be received for information.

Prepared by: R. A. Kennedy
Assistant Superintendent of Staffing

Submitted by: B. Sinclair
Superintendent of Human Resources

Approved by: K. Rielly
Director of Education and Secretary

AVERAGE CLASS SIZE REQUIREMENTS OF THE COLLECTIVE AGREEMENT
FOR SEPTEMBER 28, 1990

CLASS SIZE	PRIMARY DIVISION			JUNIOR DIVISION			INTERMEDIATE DIVISION		TOTAL	CLASS SIZE
	GR 1	GR 2	GR 3	GR 4	GR 5	GR 6	GR 7	GR 8		
8									0	8
9									0	9
10									0	10
11	1								1	11
12									0	12
13									0	13
14	1								1	14
15	1						1	2	4	15
16		1			1				2	16
17	2	1	3			2		1	9	17
18	4	3	2		2				11	18
19	10	10		1		2	2	3	28	19
20	30	10	4	3	1	6	2	1	57	20
21	20	8	13	7	5	5	8	7	73	21
22	18	16	17	12	3	5	8	5	84	22
23	14	24	5	12	10	10	6	3	84	23
24	12	11	14	16	5	10	6	10	84	24
25	10	14	15	12	6	8	8	9	82	25
26	6	13	16	12	18	13	12	4	94	26
27	8	2	13	5	12	7	11	6	64	27
28		6	5	8	7	6	8	8	48	28
29			2	3	7	9	4	8	33	29
30				3	5	3	7	7	25	30
31				1	5	1	2	5	14	31
32				1	2	1			4	32
33								1	1	33
34										
35										
TOTAL CLASSES	137	119	109	96	89	88	85	80	803	
TOTAL STUDENTS	2984	2723	2605	2361	2303	2186	2140	2035	19337	
A.C.S.	21.78	22.88	23.90	24.59	25.88	24.84	25.18	25.44	24.08	
DIVISION CLASSES		365			273			165		
DIVISION STUDENTS		8312			6850			4175		
DIVISION A.C.S.		22.77			25.09			25.30		

SIZES OF ELEMENTARY CLASSES BY GRADE: SEPTEMBER 28, 1990

CLASS SIZE	JR KGN	KGN	GR 1	GR 2	GR 3	GR 4	GR 5	GR 6	GR 7	GR 8	GLD	SP ED	GFTD	TOTAL	CLASS SIZE
1															
2											1	1		2	2
3											3	2		5	3
4											2	5		7	4
5											1	9		10	5
6											3	7		10	6
7											1	21		22	7
8											5	31		36	8
9												5		5	9
10	1	1									5	3		10	10
11	1		1								4		1	7	11
12	2	1									2		1	6	12
13	5	4									1			10	13
14	10	8	1								1			20	14
15	12	9	1						1	2			1	26	15
16	7	11		1			1				3			23	16
17	15	17	2	1	3			2		1				41	17
18	13	12	4	3	2		2						2	38	18
19	17	16	10	10		1		2	2	3				61	19
20	24	12	30	10	4	3	1	6	2	1				93	20
21	15	10	20	8	13	7	5	5	8	7			3	101	21
22	8	13	18	16	17	12	3	5	8	5			1	106	22
23	1	13	14	24	5	12	10	10	6	3			4	102	23
24		8	12	11	14	16	5	10	6	10				92	24
25		8	10	14	15	12	6	8	8	9				90	25
26		6	6	13	16	12	18	13	12	4		1		101	26
27			8	2	13	5	12	7	11	6			1	65	27
28				6	5	8	7	6	8	8				48	28
29					2	3	7	9	4	8			1	34	29
30						3	5	3	7	7				25	30
31						1	5	1	2	5				14	31
32						1	2	1						4	32
33										1				1	33
34														0	34
35														0	35
36														0	36
37														0	37
38														0	38
39														0	39
40														0	40
T.CLSS	131	149	137	119	109	96	89	88	85	80	32	85	15	1215	
T.PPLS	2348	2889	2984	2723	2605	2361	2303	2186	2140	2035	282	611	307	25774	
A.C.S.	17.92	19.39	21.78	22.88	23.90	24.59	25.88	24.84	25.18	25.44	8.81	7.19	20.47	21.21	
OMITTED FROM THIS REPORT: ALTER ED															38
TOTAL ENROLMENT: SEPTEMBER 28, 1990															25812

SIZES OF ELEMENTARY CLASSES BY GRADE: SEPTEMBER 28, 1990
 French Immersion Program Only

CLASS SIZE	KG N	GR 1	GR 2	GR 3	GR 4	GR 5	GR 6	GR 7	GR 8	TOTAL	CLASS SIZE
2										0	2
3										0	3
4										0	4
5										0	5
6										0	6
7										0	7
8										0	8
9										0	9
10										0	10
11										0	11
12										0	12
13										0	13
14										0	14
15		1								1	15
16	1									1	16
17	3						2			5	17
18	1		1							2	18
19			1		1		1			3	19
20		1	1		1		1			4	20
21	2	4	1							7	21
22	1	2	1	3	2					9	22
23		1	1			1				3	23
24	1	1	2	1	1					6	24
25	2	1	2	2				1		8	25
26					2	2	2			6	26
27						1		1	1	3	27
28				2			1			3	28
29						2				2	29
30						1		1	2	4	30
31									1	1	31
32										0	32
33										0	33
34										0	34
35										0	35
36										0	36
37										0	37
38										0	38
39										0	39
40										0	40
T.CLSS	11	11	10	8	7	7	7	3	4	68	
T.PPLS	223	235	221	196	159	190	153	82	118	1577	
A.C.S.	20.27	21.36	22.10	24.50	22.71	27.14	21.86	27.33	29.50	23.19	

SIZES OF ELEMENTARY CLASSES BY GRADE: SEPTEMBER 28, 1990
Compensatory Program Only

CLASS SIZE	JR										SP			TOTAL	CLASS SIZE
	KGN	KGN	GR 1	GR 2	GR 3	GR 4	GR 5	GR 6	GR 7	GR 8	GLD	ED	GFTD		
2											1			1	2
3											2	1		3	3
4											1			1	4
5												5		5	5
6												1		1	6
7											1	7		8	7
8											4	4		8	8
9												1		1	9
10		1									2			3	10
11											2			2	11
12											2			2	12
13	1	1									1			3	13
14	2		1											3	14
15	2	3	1							1				7	15
16	1	4									1			6	16
17	4	2	1	1	2									10	17
18	3	4	3	2	2									14	18
19	3	3	3	6		1		1	1	2				20	19
20	6	8	11	4	1	1	1	2	1	1				36	20
21	4	2	5	3	4	5	2	2	5	3				35	21
22	2	1	2	3	7	4	3	3	3	3				31	22
23	1	2	4	9	2	5	1	3		1				28	23
24		2	3		1	6	1	4	1	3				21	24
25		1		4	3	2	1	1	2					14	25
26		1	1			2	3	2	1					10	26
27					1		6	2	2					11	27
28							1		2					3	28
29							1		1					2	29
30														0	30
31										1				1	31
32														0	32
33										1				1	33
34														0	34
35														0	35
36														0	36
37														0	37
38														0	38
39														0	39
40														0	40
T.CLSS	29	35	35	32	23	26	20	20	19	16	17	19	0	291	
T.PPLS	537	564	716	683	500	593	497	463	449	361	146	124	0	5733	
A.C.S.	18.52	18.97	20.46	21.34	21.74	22.81	24.85	23.15	23.63	22.56	8.59	6.53		19.70	

ENROLMENT IN COMPENSATORY PROGRAM SCHOOLS: SEPTEMBER 28, 1990

	JRK	KGN	GR 1	GR 2	GR 3	GR 4	GR 5	GR 6	GR 7	GR 8	GLD	SP	ED	TOTAL
BENNETT								103	114	64	20			301
CENTENNIAL	53	78	73	90	70	67	63						3	500
DR J E DAVEY	31	44	52	49	39	46	35				8			304
HESS STREET	46	57	67	59	50	55	51	27			2		7	421
TWEEDSMUIR								91	111	89	10		7	308
GIBSON	40	46	41	51	48	20	36						13	295
KING GEORGE	36	33	36	26	32	22	37	14			11		7	254
LLOYD GEORGE	20	31	27	35	30	25	23				4		7	202
PRINCE OF WALES	43	47	48	63	41	50	53	59	87	71	13		13	588
QUEEN MARY	42	59	38	72	30	50	30	71	54	57	35		11	549
ROBERT LAND	41	42	60	40	33	39	27				8		5	295
SANFORD AVE	29	64	69	51	49	40	31				8		5	346
STINSON STREET	40	49	53	32	42	29	31						8	284
HILLCREST								91	83	80	10		23	287
HILLSDALE	37	33	43	33	22	43	27				3			241
PARKDALE	34	23	23	30	24	29	26						15	204
ROXBOROUGH	45	58	61	45	46	39	49				11			354
TOTAL	537	664	691	676	556	554	519	456	449	361	146		124	5733

Research Services Department
Hamilton Board of Education
October 22, 1990

NUMBER OF SPLIT GRADE CLASSES (A NINE YEAR REVIEW)
DATA AS OF SEPTEMBER 30, EACH YEAR

TYPE OF CLASS	NUMBER OF CLASSES BY YEAR								
	1982-83	1983-84	1984-85	1985-86	1986-87	1987-88	1988-89	1989-90	1990-91
GR 1	103	91	90	93	95	95	102	112	115
GR 1/2	34	41	44	41	42	46	42	47	39
GR 2	51	59	52	57	55	55	66	74	83
GR 2/3	46	41	41	37	42	39	43	40	35
GR 3	42	46	50	47	49	54	58	68	68
GR 3/4	44	42	38	37	32	35	35	35	41
GR 4	42	40	44	45	47	44	47	53	61
GR 4/5	45	49	33	37	35	41	44	41	38
GR 5	50	50	58	56	57	58	57	63	66
GR 5/6	9	10	5	6	6	5	5	6	7
GR 6	84	80	79	80	78	81	84	84	85
GR 6/7	1	1	8	2	3	2	1	3	4
GR 7	92	86	76	77	72	79	78	81	81
GR 7/8	1	3	3	7	5	6	4	4	6
GR 8	80	85	80	78	78	71	76	79	74
TOTAL CLASSES	724	724	701	700	696	711	742	790	803
SPLIT G TOTAL	180	187	172	167	165	174	174	176	170
% SPLIT CLASSES	24.86%	25.83%	24.54%	23.86%	23.71%	24.47%	23.45%	22.28%	21.17%

REPORT ON AVERAGE CLASS SIZE: ELEMENTARY SCHOOLS
DATA AS OF SEPTEMBER 30, EACH YEAR

SUMMARY BY GRADE

YEAR	JR KGN	KGN	GR 1	GR 2	GR 3	GR 4	GR 5	GR 6	GR 7	GR 8	SP ED	GLD	GFTD	GRADES 1 - 8
1973-74	17.6	21.8	24.2	28.5	28.9	29.9	30.3	31.0	30.6	29.3	7.0	12.9		29.06
1974-75	18.3	22.7	24.0	28.1	28.5	29.4	30.0	30.1	30.8	29.3	7.1	12.5		28.54
1975-76	18.7	20.9	23.7	26.5	27.5	28.3	28.5	30.1	29.3	29.1	7.3	12.3		27.76
1976-77	17.9	20.5	23.6	26.6	28.1	28.8	28.7	29.6	28.5	28.4	7.7	12.5		27.61
1977-78	18.2	20.9	23.7	26.8	27.8	28.3	28.6	28.1	28.7	28.7	7.3	12.7		27.47
1978-79	18.4	20.0	23.7	26.7	27.8	29.4	29.1	29.4	28.5	27.8	7.1	12.4		27.58
1979-80	18.5	20.2	23.9	26.8	27.7	28.6	29.0	29.0	28.6	27.2	7.3	11.9		27.44
1980-81	18.9	21.0	24.4	26.4	28.3	28.5	29.7	30.1	28.2	27.2	7.3	11.9		27.67
1981-82	18.4	19.7	23.9	26.5	27.3	28.7	29.4	29.6	28.2	27.7	7.2	11.7		27.51
1982-83	18.5	20.2	24.3	26.5	27.1	29.0	30.2	29.1	27.5	28.6	7.4	11.1		27.58
1983-84	17.8	19.8	23.8	25.8	27.0	27.3	27.8	28.9	28.4	27.5	7.5	9.8	19.8	26.87
1984-85	18.0	19.2	24.0	25.6	27.2	27.9	28.7	28.3	27.7	28.4	7.6	9.0	19.8	27.00
1985-86	18.0	19.7	24.2	25.4	26.6	28.0	28.5	27.1	28.3	26.3	7.1	9.5	17.9	26.62
1986-87	18.2	20.6	24.0	25.5	26.7	27.4	28.4	27.9	28.6	26.3	7.8	9.8	17.1	26.67
1987-88	17.5	20.6	24.2	25.2	26.0	26.7	27.2	26.8	27.0	28.0	7.5	9.8	16.9	26.20
1988-89	17.9	19.3	23.6	24.6	25.3	26.3	26.8	25.4	27.1	26.1	7.4	8.2	18.4	25.45
1989-90	17.6	19.2	21.9	22.8	24.0	25.1	26.0	25.0	25.8	24.1	7.1	8.2	19.2	24.11
1990-91	17.92	19.39	21.78	22.88	23.90	24.59	25.88	24.84	25.18	25.44	7.19	8.81	20.47	24.08

Research Services Department
Hamilton Board of Education
October 22, 1990

Education Centre,
100 Main Street West,
Hamilton, Ontario.
1990 11 08

To the Chairman and Members,
Personnel and Organization Committee,
Hamilton Board of Education.

Ladies and Gentlemen:

Re: Procedure For Selecting Supervisory Officers

Background:

When the Procedure for Selecting Supervisory Officers was approved on 1990 02 20, there was agreement that there would be a review of the process by the Trustees.

A copy of the present procedure has been appended for your information and consideration for possible changes.

At a recent Chairs Committee meeting, the following suggestion was made for consideration of the Personnel and Organization Committee with respect to the Initial Interview of Candidates:

"The initial interview will be conducted by a joint committee of trustees and appropriate officials to develop a short-list of no more than three candidates."

"The short-listed candidates will be interviewed by the full Board."

Prepared and Submitted by: The Chairs' Committee

/ls
attach.

Procedures for Selecting Supervisory Officers

PROCEDURES:

Criteria for Selection

- Professional qualifications
- Leadership skills
- Interpersonal skills
- Communication skills
- Personal qualities
- Present and past performance
- Specific skills required for a particular position

Candidates for the Position of Supervisory Officer and Controller

.The above positions will be advertised locally and provincially.

.Applicants will be requested to submit a detailed curriculum vitae, including a statement of their educational philosophy, in context with the Board's "Beliefs, Vision and Mission".

.An information package outlining specific details about the position and the interview process will be made available to the applicants.

Selection of Candidates for Interviews

.The Director and Associate Director of Education, in consultation with appropriate superintendents, will screen the applicants to develop a short list for the initial interview.

.The process for short listing will be based on the Competency Model and information gathered from the candidate's supervisors through a set of objective questions.

Initial Interview of Candidates

.The interview will be conducted by members of the Personnel & Organization Committee.*

.The Personnel & Organization Committee will be provided with in-service workshops to develop interview procedures, questions and evaluation techniques for the candidates. These workshops will be open to other trustees who wish to attend.

.Following the interviews the Director, acting as a resource for the Personnel & Organization Committee, will provide them with a summary of the information that has been gathered for each candidate interviewed.

.Trustees who are not members of the Personnel & Organization Committee and have been involved in the training workshops, may take part in the discussions and voting for the short-listed candidates provided they are present for all interviews.

.The short-listing of candidates who will be recommended to the Board will be conducted through a single vote ballot process which eliminates names until the final three individuals have been chosen.

Final Interview

.In the final interview before the full Board, the Personnel & Organization Committee will conduct the interview in order to ensure consistency with respect to the questioning of each candidate. Time will be allocated during the interview for general questioning of candidates by trustees not on the Personnel & Organization Committee.

.The Chairman of the Personnel & Organization Committee will report to the Board on the Committee's findings.

.The Director will present a summary of the information that has been gathered to support the application of each short-listed candidate.

.The selection of the successful candidate will be made by ballot using a process that eliminates the third candidate after the first ballot. The other two candidates will remain on the second ballot for the final selection. In the event of a tie vote, the final two candidates would be re-interviewed by the Personnel & Organization Committee and the Board.

.The trustees present at the final interview will be asked to provide written feedback pertaining to the candidates that will be used by the Director in follow-up meetings with the candidates.

.Interviewed candidates and the trustees will be requested to evaluate the selection process to provide input for the regular review by the Personnel & Organization Committee.

NOTE: *Superintendents of Schools (Elementary/Secondary)

The French Language Section trustee on the Personnel & Organization Committee will not be a member of the Interview Team.

*Superintendent of Schools, French-as-a-First Language

The French Language Section trustees will conduct the interviews with the Director acting as a resource person for the Committee following the above procedure.

Approved at

Special Personnel & Organization Committee meeting and Board
on 1990 02 20

Final Interview Report: [illegible]

In the final interview, between the FBI Agent, the Government Agent, and the Committee, the following was discussed: [illegible]

The Chairman of the Government Agent, [illegible]

The Director will provide a copy of the [illegible]

The results of the [illegible]

The results of the [illegible]

Information regarding the [illegible]

NOTE: [illegible]

The [illegible]

Information regarding the [illegible]

Information regarding the [illegible]

Information regarding the [illegible]

Information regarding the [illegible]

Education Centre,
100 Main Street West,
HAMILTON, Ontario.
1990 11 08

To the Chairman and Members,
Personnel & Organization Committee,
Hamilton Board of Education.

Ladies and Gentlemen:

Re: Performance Review - Director of Education

BACKGROUND:

When the Director was appointed in 1988, he requested a clause be placed in his contract to provide for a regular performance review by the Board.

Over the past year, members of the Chairs' Committee have studied some of the existing models for the performance review of Chief Executive Officers across Canada and have agreed upon a general format for such an evaluative instrument.

In addition to the 49 item questionnaire that is attached, it is proposed that the Director's Goals and the Board's Long-Range Plans be incorporated as part of the package when the process is conducted.

OBJECTIVES OF THE PERFORMANCE REVIEW:

1. to establish an open, positive process that will enhance the effectiveness of the Director's performance with respect to Ministry and Board expectations
2. to ensure that the Director is accountable to the Board for the effective leadership and management of our school system
3. to provide clear expectations and direct feedback on the performance of the Director
4. to provide a model for performance review for the system
5. to provide for open discussions between the Board and the Director with respect to system directions, accomplishment of goals and mutual feedback on performance
6. to provide for open discussion between the Director and Senior Management.

PROCESS:

1. the Chairman will provide each trustee with a copy of the Performance Review questionnaire with the appropriate instructions for its completion and collection

2. the Chairman will ensure that the questionnaires are analyzed with the scores and the anecdotal comments summarized
3. the summary of findings will be presented to the Board and the Director at a caucus meeting
4. the Chairman will write a letter to the Director with a summary of the performance review meeting
5. a parallel process will be conducted with the members of Senior Management by the Director's Office.
6. the Director will report to the Board with respect to the Board's performance based on the use of similar criteria
7. the Associate Director will carry out a similar assessment process of the Director with members of Senior Management

RECOMMENDATION:

That the attached assessment instrument be incorporated in the process for the Performance Review of the Director of Education.

Prepared and submitted by: Keith A. Rielly, Director of Education

attach.

November 1990

THE BOARD OF EDUCATION FOR THE CITY OF THE HAMILTON PERFORMANCE REVIEW ~ DIRECTOR OF EDUCATION

Process:

Each trustee is requested to fill out this questionnaire related to their personal perceptions of the performance of the Director. This process will be of greatest value if the respondents are objective and candid with each item in the criteria. Your responses will be compiled on a group basis through the Chairs' Committee then reported back to you. If you are unaware of the Director's performance with respect to any of the statements, please check (✓) column 'U'. Comments are welcome and will be most useful to the process.

Please check the letter that best reflects your perception of each statement.

Key:

R - Rarely S - Sometimes O - Often C - Consistently U - Unaware

1. TEAM BUILDING/LEADERSHIP	R	S	O	C	U
• is committed to make this system excellent					
• maintains a clear sense of direction					
• works to achieve a positive climate					
• exhibits behaviour consistent with goals of the organization					
• has excellent interpersonal skills					
• gains the support of staff					
• is courteous and shows concern for others					
• involves people in decisions which affect them					
• delegates responsibility and authority to others					

COMMENTS:

Key:

R - Rarely S - Sometimes O - Often C - Consistently U - Unaware

2. PLANNING/PROBLEM SOLVING	R	S	O	C	U
• able to envisage future directions for the system					
• provides a system planning model					
• looks for better ways to do things					
• tolerates alternatives and uncertainty					
• deals with conflict situations effectively					
• has knowledge of effective problem-solving procedures					
• encourages working together to make decisions					
• values cooperation and initiative					
• involves me in system planning					

COMMENTS:

Key:

R - Rarely S - Sometimes O - Often C - Consistently U - Unaware

3. COMMUNICATION	R	S	O	C	U
• is accessible to me					
• listens actively and responds effectively					
• prepares clear, complete and concise reports					
• keeps people well informed					
• presents ideas clearly					
• makes effective presentations					
• speaks positively about the system					
• communicates and responds to concerns of the community					
• provides pertinent information to allow the Board members to make decisions					

COMMENTS:

Key:

R - Rarely S - Sometimes O - Often C - Consistently U - Unaware

4. MANAGEMENT/GOAL ACHIEVEMENT	R	S	O	C	U
• is well organized					
• has a thorough knowledge of responsibilities					
• has clearly defined goals and priorities					
• communicates objectives to appropriate staff					
• monitors and achieves established objectives					
• effectively manages human, physical and financial resources					
• makes decisions and accepts responsibility for their effectiveness					

COMMENTS:

Key:

R - Rarely S - Sometimes O - Often C - Consistently U - Unaware

5. PERSONAL QUALITIES/RELATIONSHIPS	R	S	O	C	U
• projects a professional image					
• has clear educational convictions					
• is enthusiastic, positive, proactive and able to motivate staff					
• maintains integrity and honesty					
• is consistent in beliefs and values in sensitive and critical societal issues					
• is an effective leader in curriculum and instruction/business services					
• provides appropriate assistance to trustees					
• is an effective role model					

COMMENTS:

Key:

R - Rarely S - Sometimes O - Often C - Consistently U - Unaware

6. PEOPLE DEVELOPMENT/PERFORMANCE REVIEW	R	S	O	C	U
• sets standards and performance review for senior officials					
• establishes and achieves a personal growth plan					
• is receptive to feedback for own growth					
• maintains high standards in staff selection					
• facilitates growth opportunities for others					
• guides and supports staff					
• provides feedback to staff					

COMMENTS:

Signature _____

REPORT OF THE
SUPERVISED ALTERNATIVE LEARNING FOR EXCUSED PUPILS COMMITTEE

Present: Canon J. Rogers (Chairman); Trustees McWhinnie, Patenaude
Barker and Clarke.

Officials

Present: D. Skidmore (Superintendent of Program)
B. Schofield (Co-ordinator, Adjustment Services)
D. Sayers (Special Needs Counsellor)
K. Dell (Educational Assistant, SALEP)
E. McGrath (Youth Employment Centre)
B. Jug (Youth Employment Centre)

The Committee recommends:

GENERAL

(a) That the following recommendation from the Annual Report for 1989-1990 be approved:

(i) That the position of SALEP/Educational Assistant be made permanent.

Respectfully submitted,

J. Rogers
Chairman

Committee Room,
1990 10 23

TABLE 1
SUMMARY OF RESEARCH FINDINGS FOR EACH OF THE RESEARCH QUESTIONS

Research Question	Findings
1. What are the factors that influence the effectiveness of the intervention?	1.1. The effectiveness of the intervention is influenced by the following factors: (a) the quality of the intervention, (b) the quality of the implementation, and (c) the quality of the evaluation.
2. What are the barriers to the implementation of the intervention?	2.1. The barriers to the implementation of the intervention are: (a) lack of resources, (b) lack of knowledge, and (c) lack of motivation.
3. What are the facilitators to the implementation of the intervention?	3.1. The facilitators to the implementation of the intervention are: (a) strong leadership, (b) strong support, and (c) strong motivation.
4. What are the outcomes of the intervention?	4.1. The outcomes of the intervention are: (a) improved knowledge, (b) improved skills, and (c) improved attitudes.

The following recommendations:

RECOMMENDATIONS

- (a) That the following recommendations from the Annual Report for 1991 be approved:
- (b) That the position of Senior Lecturer be vacant for one year.

Respectfully submitted,

J. Jones
Chairman

(Signature)
1991 10 23

To The Chairman and Members
Personnel & Organization Committee
Hamilton Board of Education

Ladies and Gentlemen:

ELEMENTARY/SECONDARY

I have the honour to present the following recommendations for your approval:

1. PROBATIONARY STAFF APPOINTMENTS

(a) That the following teachers be appointed to the Probationary Staff, effective as shown, with salary according to the salary schedule:

Jane Clouston (S), 1991 02 01 (Full Time Semester 2)
Suzanne Dube (S), 1991 02 01 (2/3 Semester 2)
James Hand (S), 1991 02 01 (Full Time Semester 2)
Maryann Rimac (E), 1990 11 16 (Full Time Semester 2) (Replacement)
Keitha Seneco (S), 1991 02 01 (Full Time Semester 2)

* All positions were budgeted but uncovered except for an increase of 1/3 (1 line Semester 2).

2. PERMANENT STAFF APPOINTMENTS - Nil

3. PROMOTIONS - Nil

4. INTERNAL APPOINTMENTS TO OTHER POSITIONS - Nil

5. TIMETABLE CHANGES

(a) That the following timetable changes be approved, effective as shown, with salary according to the salary schedule:

Marilyn Marshall (E), .5 - .7, 1990 11 12 to 1991 04 14 (Replacement)
Sharon Oulahan (E), .6 - 1.0, 1990 11 26 to further notice (Replacement)

6. RETIREMENTS

(a) (i) That the resignation of Donald Rothwell, Superintendent of Schools, retiring on superannuation, effective 1991 06 30, be accepted with regret and that the Board's gratuity be paid.

(ii) That the resignations of the following teachers, retiring on superannuation, effective as shown, be accepted with regret and that the Board's gratuity be paid:

Selwyn Bhupsingh (S), 1991 01 31
Mildred Hodgson (E), 1990 12 31
Arnold Hood (S), 1991 01 31
James Reiser (S), 1991 01 31

(iii) That the resignation of the following teacher, retiring on superannuation, effective as shown, be accepted with regret:

Margaret Westhouse (E), 1990 12 31

7. RESIGNATIONS - Nil

Maternal

(a) (i) That the request of the following teachers for Maternal Leaves of Absence, effective as shown, be granted in accordance with conditions governing Maternal Leave:

Virginia Allega-DiSanza (E), 1991 01 28 to 1991 05 24
Susan Mummery-Bacon (E), 1990 12 03 to 1991 03 29
Katherine Preston (E), 1991 01 07 to 1991 05 03
Betty S. Steinbock (E), 1990 12 03 to 1991 03 29

(ii) That the effective dates of the Maternal Leave of Absence granted to the following teacher at a previous meeting be changed:

Marilyn Brown (S), 1990 09 04 to 1990 11 02

Maternal/Parental

(a) That the request of the following teacher for a Maternal Leave of Absence, be granted in accordance with conditions governing Maternal Leave and that the Leave be followed by Parental Leave of Absence, effective as shown:

Felicia McIntosh (E), 1991 02 11 to 1991 08 31

Parental/Personal

(a) That the request of the following teacher for a Leave of Absence, effective as shown, be granted:

Ann Cucuz (E), 1990 10 15 to 1990 10 19

Leave Extension

(a) That the request of the following teacher for an extension of a Long-Term Disability Leave, effective as shown, be granted:

Norval Redpath (E), 1990 09 01

Return From Leave of Absence

(a) That the following teachers be returned from Leaves of Absence and assigned teaching duties, effective as shown:

Marilyn Brown (S), 1990 11 05
Ann Cucuz (E), 1990 10 22
Susan Fox (E), 1991 01 01

9. OCCASIONAL STAFF

(a) That the following teachers be appointed to the Occasional Staff, effective as shown, with salary according to the salary schedule:

Yvonne Chorney (E), 1990 10 04 to 1990 10 29
Heather Clark (E), 1990 09 10 to further notice
Darlene Crozier (E), 1990 10 19 to further notice
Ilse Gieselmann (E), 1990 11 26 to further notice (.5)
James Hand (S), 1990 10 09 to further notice
Andrea Hart (E), 1990 11 01 to 1991 04 30
Laura Helt (E), 1990 09 24 to 1990 10 12
Donald Krouse (S), 1990 10 16 to further notice
Biruta Kwapisinski (E), 1990 11 05 to 1990 12 21

Judith Lisoweski (E), 1990 10 25 to further notice
Christine Ludkin (E), 1990 09 24 to further notice
Laurie Miller (E), 1990 10 01 to further notice
Major Nagra (S), 1990 10 09 to further notice
Barbara Overmeyer, 1990 10 25 to further notice
Anita Ridderstap, 1990 10 02 to further notice
Eileen Scott, 1990 09 26 to further notice (.5)
Susanne Shaughnessy (E), 1990 09 24 to further notice
Elaine Tomison (E), 1990 11 01 to further notice (.5)
Kathryn Tuite (E), 1990 10 29 to further notice
Christine Wilson (E), 1990 10 30 to further notice

10. O T H E R

(a) We regret to announce the death of Michael Ryan, teacher, on 1990 10 26.

Respectfully submitted,

K. A. Rielly,
Director of Education
and Secretary

rt

A G E N D A

(B. of Ed.)

PERSONNEL & ORGANIZATION COMMITTEE1990 12 13

Confirmation of the minutes of the last regular meeting of 1990 11 08.

GENERALBUSINESS ARISING OUT OF THE MINUTES:

- | | | |
|----|--|--------------|
| 1. | Report re Travel Allowance Schedule | Pages 1 to 5 |
| 2. | Report From the Officials Re "Career Planning"
(Affirmative Action/Employment Equity Committee) | Page 6 |

NEW BUSINESS:

- | | | |
|----|---|-----------------------------|
| 1. | Recommendations of the Director of Education | Pages 7 to 8
Page 8A |
| 2. | Staffing Report | Revised Page 9, and Page 9A |
| 3. | Personnel Priority Package | |
| 4. | Update - Unemployment Insurance Bill
(Requested by Canon Rogers) | Pages 9B to 9C |
| 5. | Assistant Superintendent of Program | Pages 10 to 15 |
| 6. | Special Assignment - Human Resources Department | Pages 15A to 15B |
| 7. | Report of the Affirmative Action/Employment
Equity Committee | Pages 16 to 21 |

ELEMENTARY/SECONDARYNEW BUSINESS:

- | | | |
|----|--|---------------------------|
| 1. | Recommendations of the Director of Education | Pages 22 to 25
Page 26 |
|----|--|---------------------------|

ADDED RECOMMENDATIONS

GENERAL

1. PROBATIONARY STAFF APPOINTMENTS

Laura Byrne, Clerk-Typist - Research Department (Probationary Administrative Staff - Grade 4, maximum salary \$25,328.00 per annum), 1990 12 17 (Replacement)

3. PROMOTIONS

Linda Depatie, Assistant Caretaker (Probationary Caretaking and Maintenance Staff), 1990 12 11 (Replacement)

6. RETIREMENTS

Lillian Eaton (Cleaning Staff), 1991 02 27

8. LEAVES

Return from Leave of Absence

Paula Boothe (Administrative Staff), 1990 12 17

UNITED STATES DEPARTMENT OF THE INTERIOR

GENERAL

INVESTIGATION OF THE STATE OF TEXAS

The purpose of this investigation is to determine the extent of the various mineral resources of the State of Texas, and to determine the best method of their development and conservation.

The investigation was conducted by the United States Geological Survey, and the results are presented in this report. The report is divided into two parts, the first of which describes the general geology of the State, and the second of which describes the various mineral resources.

Geological Survey of Texas

Geological Survey of Texas

Geological Survey of Texas

1990 12 05

STAFF REPORT SUMMARY
(Full-Time Equivalent)

	<u>1990 Budget</u>	<u>Oct. 1990</u>	<u>Dec. 1990</u>
Administrative and Support Staff	493.542	493.542	493.542
Lunchroom - Elementary	109.74	111.4	112.3
- Secondary	7	7	7
- Vocational	2.6	2.14	2.14
Bus Supervisors	16.5	17.68	17.68
Lunchroom Assistants	6.43	6.556	6.556
Educational Assistants	218.5	220.5	221.5
Caretakers/Maintenance/ Warehouse (incl.asbestos)	220	222	220
Cleaners/Cooks	347	347	351
Co-ordinators/Consultants	75.667	75.667	75.667
Teachers - Elementary at school locations	1,605.4	1,617.7	1,622.1
- Elementary not at school locations	6.25	6.25	6.25
- Sec. Composite	830	838.666	841
- Sec. Vocational	117	117.833	116.667
- Sec. Vanier	34	33.5	33.5
- Elementary TR	23	21	20
- Secondary TR	7	8.667	9.667
Staff on loan - Teachers	34.917	34.917	34.917
- Consultants	.333	.333	.333
- Clerical	.5	.5	.5
	<u>4,155.379</u>	<u>4,182.851</u>	<u>4,192.319</u>

1990 12 05

VARIANCES OCTOBER/DECEMBER 1990

<u>Lunchroom</u>	+ .900
(4 positions)	
<u>Educational Assistants</u>	+ 1.000
SALEP - Extended - 1 year	
<u>Caretakers</u>	- 2.000
+1 Comley	
-2 Briarwood	
-5 Old Eliz. Bagshaw	
+2 New Eliz. Bagshaw	
+2 New Laurier	
<u>Cleaners</u>	+ 4.000
+1 Cardinal Heights	
-4 Briarwood	
-8 Old Eliz. Bagshaw) Albion was	
+6 New Eliz. Bagshaw) contract	
+6 New Laurier) cleaners	
+2 Parkview	
+1 Sanford	
<u>Elementary Teachers</u>	+ 4.400
Adj. to Principal's reports (names missing)	
<u>Secondary Comp.</u>	+ 2.334
Arbitration Case	+ 1.000
Delta - Inc.	+ 1.000 (from Voc.)
Delta - Inc.	+ .334
<u>Secondary Voc.</u>	- 1.166
Ainslie Wood (transfer to Delta)	
Correction for 1st semester lines (.166)	
<u>Elementary TR</u>	- 1.000
Vincent Massey position transferred to Sec. TR	
<u>Secondary TR</u>	+ 1.000
Was Elementary TR position	
	+ 9.468

October 1990
4,182.851

December 1990
4,192.319

+ 9.468

The Board of Education
for the City of Hamilton,
100 Main Street West,
HAMILTON, Ontario.
L8N 3L1

1990 12 13.

To The Chair and Members,
Personnel and Organization Committee,
The Board of Education for the City of Hamilton.

Ladies and Gentlemen:

RE: BILL C-21: UNEMPLOYMENT INSURANCE ACT AMENDMENTS

The amendments to the Unemployment Insurance Act were made effective November 18, 1990.

CHANGES TO THE UI PROGRAM INCLUDE:

- . a revision of the maternity and parental benefits
- . changes to eligibility requirements and the duration for which unemployment insurance benefits are payable
- . extension of benefit entitlement to unemployed workers over 65

MATERNITY BENEFITS

Bill C-21 provides for 15 weeks of paid maternity benefits available only to the natural mother.

PARENTAL BENEFITS

The legislation also allows 10 weeks of parental benefits available to either parent. This benefit must be taken within 52 weeks of the week the child arrives home.

TRANSITION PROVISIONS

There is a "window" for parents affected by the transitional provisions. Claimants filing before November 18, 1990 will not be entitled to parental leave benefits unless the child is born after that date. However, if a new claim based on 20 weeks of employment is filed within 52 weeks of the child's date of birth, parental benefits could be paid.

PREMIUMS

The government's contribution to UIC has been eliminated, and the plan will be financed by premiums from employers and employees.

The premium rate remains the same for 1991, but maximum insurable earnings will increase from \$640.00 to \$680.00 per week. Employers are required to remit \$3.15 per \$100.00 up to ceiling of \$680.00 weekly while employee's contribute \$2.25 per \$100.00 of earnings. Employers with income replacement plans qualify for a premium reduction and the Board's rate is 1.267 times the employees rate or \$2.85 per \$100.00 (rather than 1.4).

UNEMPLOYMENT BENEFITS

A new entitlement schedule reduces the maximum number of weeks of benefits available for most claimants. Benefit entitlement will continue to be based on the claimant's number of insurable weeks and the regional rate of unemployment.

ONTARIO GOVERNMENT ANNOUNCEMENT

Although the federal government has increased the number of weeks of combined maternity and parental benefits, amendments to provincial labour standards legislation will be needed to protect the jobs of parents taking the new parental leave.

The Ontario Government has announced plans to extend parental leave by 18 weeks for both mothers and fathers. A natural mother will be entitled to the current 17 week pregnancy leave, plus an 18 week unpaid parental leave. The father would also be entitled to an unpaid 18 week leave. In total, the parents could provide 53 weeks of child care.

The Ontario Government plans to introduce legislation soon incorporating these proposals.

SOME IMPLICATIONS TO THE BOARD

1. Although UIC amendments combined with Ontario's intentions would extend statutory maternal and parental leaves from 17 to 35 weeks, many of our employees already opt for extended parental leave under current Board policy.
2. The UIC "window" covering the transition period could mean that an employee who returns to work for at least 20 weeks of employment following maternal leave could be granted up to 10 additional weeks of paid parental leave under UIC providing the claim is made within 52 weeks of the date of birth.
3. It is estimated that the Board's UIC contributions will increase by \$300,000.00 in 1991 as a result of the maximum insurable weekly earnings increasing from \$640.00 to \$680.00, salary increases and additional staff. In addition, benefit costs could increase if the Ontario plan amendments require the employer to pay employee benefit premiums while on parental leave.
4. If amendments are made to the Ontario Employment Standards Act, Collective Agreements might have to be modified to comply with legislation.

Prepared and Submitted by: Bruce Sinclair,
Superintendent of Human Resources.

Approved by: Keith Rielly,
Director of Education and Secretary.

The Board of Education
for the City of Hamilton,
100 Main Street West,
HAMILTON, Ontario.
L8N 3L1

1990 12 13.

To The Chair and Members,
Personnel and Organization Committee,
The Board of Education for the City of Hamilton.

Ladies and Gentlemen:

RE: STAFFING COORDINATOR - HUMAN RESOURCES

BACKGROUND:

This Special Assignment of approximately 18 months is posted as an interim replacement for the Assistant Superintendent of Staffing who is retiring early in 1991. A flexible work schedule will be provided to accommodate required duties in parts of July and August. The Staffing Coordinator will facilitate the staffing of schools and programs according to system and Area needs. During the assignment, the person will facilitate the review of existing staffing processes as part of a planned change to a more decentralized system of human resource management. As a result, the person must be open and adaptable to modifying roles, processes and relationships. The Staffing Coordinator will also assist the Human Resources Department in achieving an integrated staffing service for academic, administrative and support programs. Every effort will be made to utilize the person's additional interests and skills in related fields such as: performance management and staff evaluation, in-service training, research and development. This is a unique and rewarding opportunity to enhance the selection, use and development of our staffing resources.

REQUIREMENTS:

- . Proven educational leadership in a position of responsibility with broad knowledge of education services, programs and teaching roles.
- . Familiarity with hiring practices, staffing processes, qualification requirements and Ministry regulations.
- . A flexible, participative, leadership style with a commitment to teaching excellence, performance standards, professional growth and development.
- . Well developed organizational, analytical and facilitation skills.
- . An awareness of human rights and employment legislation with an understanding and respect for racial and ethnocultural differences and employment equity.
- . Excellent interpersonal, communication and presentation skills.
- . An understanding of change theory and process

DUTIES:

In collaboration with School Superintendents, Principals, Program Coordinators and Human Resources staff, the Coordination and facilitation of:

- . staffing of schools and programs according to Board policy, system and Area plans, interests and needs of staff, Ministry regulations and contract provisions
- . external recruitment and hiring programs for contract teachers and occasional teachers including interviewing, selection and appointment procedures
- . internal job posting and promotion procedures
- . placement of staff as a result of retirements, resignations, leaves of absence, transfers, etc.
- . training and in-service for hiring and promotion teams regarding selection criteria, interviewing and assessment procedures, and human rights legislation
- . enhancement of information and computer systems related to hiring and placement, forecasting staffing needs, preparing reports, budget control and contract maintenance
- . the planning and implementation of special strategies and initiatives in support of human resource plans in such areas as employment equity and race relations
- . other administrative, information and support services.

RECOMMENDATION:

That the Board approve the position of Staffing Coordinator as a Special Assignment for a period of 18 months as an interim replacement for the Assistant Superintendent, Staffing, effective January 1, 1991.

Prepared and Submitted by: Bruce Sinclair,
Superintendent of Human Resources.

Approved by: Keith Rielly,
Director of Education and Secretary.

ADDED RECOMMENDATIONS

ELEMENTARY/SECONDARY

8. LEAVES

Maternal

(b) That the Maternal Leave of Absence granted at the October meeting to the following staff be changed, effective as shown:

Tanya Crapsi (Administrative Staff), 1990 12 06 to 1991 04 03

Return from Leave of Absence

(b) That the following staff be returned from Leaves of Absence, effective as shown:

Bonnie Good (Secondary School Clerical and Secretarial Staff), 1991 01 07

Irene Johnston (Secondary School Clerical and Secretarial Staff),
1991 01 07

Elizabeth Rinas (Educational Assistant Staff), 1991 01 07



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25172	BLUE/BLEU	BUS2507
25173	R. BLUE/BLEU R.	BBS2507
25175	GREEN/VERT	BPS2507
25178	RED/ROUGE	BFS2507
25179	X. RED/ROUGE X.	BXS2507

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